



Family YMCA at Tarrytown
62 Main Street
Tarrytown, NY 10591
(914) 631-4807



Y Daycare & Preschool
Ages 3 months—5 years
Full & Half Day Programs



Family YMCA at Tarrytown

62- Main Street
Tarrytown, New York 10591
Ph: 914-631-4807 • Fax: 914-631-4841
www.ymcatarrytown.org

We build strong kids, strong families, strong communities.

Dear Family:

When your child participates in our YMCA early childhood care and education program, your child benefits from a comprehensive, carefully designed, and researched based curriculum model provided by *The Creative Curriculum, a nationally recognized early childhood education program*. The YMCA has woven into *The Creative Curriculum*, the YMCA mission, philosophy, program objectives, and initiatives that make the approach unique to the Y.

Unique aspects of the early childhood program include the following:

- Healthy habits awareness;
- Character development values of caring, honesty, respect, and responsibility;
- Children's growth in spirit, mind, and body;
- Program expertise (aquatics, youth sports, art, dance, etc.);
- Asset-based philosophy (taking a strengths-based approach to working with children);
- Broad YMCA support and training for high quality programming (including local Ys and YMCA of USA, the national resource office);
- YMCA facilities (gym, pool, etc); and
- Opportunity for YMCA membership and related benefits.

The combination of The Creative Curriculum and YMCA values, expertise, and environments is the foundation from which YMCA staff provides your child with the highest quality experiences and relationships. Growth and development are fostered, individual needs are met, and children's lives are enriched when they are part of the YMCA early childhood program.

YMCA early childhood staff members know that effective and positive programming for young children is possible only when strong relationships between families and staff are developed and fostered. This begins with providing families a good understanding of the curriculum being prepared for the children, and this goal is advanced through strong connections between families and the YMCA. A variety of opportunities are made available to develop and maintain this connection.

Family members support the curriculum by

- joining the YMCA and coming to the Y as a family for health, recreational, and social activities;
- participating in focus groups;
- volunteering to help out on field trips;
- reading the letters sent home that talk about what we are doing;
- donating requested items that enhance the classroom;
- offering to participate as a classroom visitor and sharing a particular vocation or hobby.

When families and staff work together to provide the best environment for young children, children are free to learn, grow, and develop in positive ways. It is through strong connections between adults-parents and staff-who care about a child's life that the child is able to receive a strong, consistent, and meaningful education. What a great life we give our kids!

Y Daycare/Preschool Registration Form 2010

Child's Name _____

Date of Birth _____ Sex _____ Age _____

Address _____ Apt _____

City _____ State _____ Zip _____

Mother's Name _____ Occupation: _____

Home # _____ Work # _____ Cell# _____

E-Mail Address: _____

Father's Name _____ Occupation: _____

Home # _____ Work # _____ Cell # _____

E-Mail Address: _____

Emergency Contacts:

Name _____ Relationship _____ Phone # _____

Name _____ Relationship _____ Phone # _____

List all persons permitted to pick up your child:

Name _____ Relationship _____ Phone # _____

Name _____ Relationship _____ Phone # _____

Name _____ Relationship _____ Phone # _____

*Your child will not be released to anyone else unless you notify the YMCA by phone or in writing. Please have your friends and family bring ID when picking up your child.

Child's General Health _____

Allergies _____

Name of Physician _____

Address _____

Phone # _____

PLEASE READ AND SIGN BACK

Child's Name _____

Parent Statement of Understanding

I, the undersigned, give permission for my child to participate in all activities planned for the days my child attends the Family YMCA at Tarrytown Day Care Program. I give my child permission to participate in supervised out-of-facility trips, including walking trips.

I understand that my child will not be able to participate in the program until I have turned in a signed physical examination. The exam must have been taken within twelve months and all immunizations must be up-to-date.

In case of an emergency, I understand that every effort will be made to contact parents or guardians of my child. In the event that I can not be reached, I hereby give permission to the physician selected by the YMCA staff to care for my child.

I hereby give my consent to the Family YMCA at Tarrytown, and to such other person(s) as the Family YMCA at Tarrytown may designate, to use my name, voice, statements, and portrait or picture (motion or still) for advertising purposes, for purposes of trade, or for any lawful purpose whatever, in any media now known or hereafter developed.

I understand that I am not to leave my child at the YMCA unless a YMCA Staff person is there to receive and supervise my child.

I understand that my child will not be able to leave the program with an unauthorized person. Any person authorized to pick up my child must be listed on the registration form, or must be arranged separately with the Director of the program. The designated person who will pick up your child must bring a picture ID.

I understand that if any person arrives to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police.

I understand that state law requires the YMCA Staff to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation without the consent of the Director.

I accept full responsibility for my child's use of YMCA programs and will not hold the Family YMCA at Tarrytown at fault for any loss and/or personal injury that may be sustained by my child.

I have read and fully understand the statements above and the policies detailed in the Parent Handbook.

Parents Name (*Print*)

Parent's Signature

Date



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2010-2011 School Year * Y Daycare

Topical Over-the-Counter Ointments: Parental Authorization

I, _____ (guardian) give permission to the Family YMCA at Tarrytown's Daycare Program to administer the following medication. I do understand that I need to provide the medications in their original container.

Sunscreen _____
Instructions: _____

Diaper Cream _____
Instructions: _____

Other (specify) _____
Instructions: _____

Please Print Name: _____

Signature: _____ Date: _____



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Date: _____

Child's Name: _____ Age: _____

Napping Procedures

Area: _____ Classroom

My child will nap on a Mat or in a Crib. (Please circle)

A child who is considered an Infant will always be placed on their back unless a documented medical authorization requires a different position for the Infant.

My child will be supervised by a minimum of one staff person at all times.

Parents Name (Print)

Parent's Signature

Date

YMCA Staff

Initials

Date

NYS OCFS REGULATIONS: NAPPING POLICY

Sleeping and napping arrangements must be made in writing between the parent and the provider. Such arrangements include: the area of the center where the child will nap; whether the child will nap on a cot, mat, bed or a crib; and how the napping child will be supervised. Sleeping arrangements for infants require that the infant be placed on his or her back to sleep, unless medical information is presented to the provider by the parent that shows that arrangement is inappropriate for that child.



Daycare Parent Handbook

YMCA Mission

The Family YMCA at Tarrytown is a nonprofit organization dedicated to improving the lives of children and adults in our community by providing a unique combination of childcare, fitness, performing arts and affordable housing programs designed to develop spirit, mind and body, regardless of an individual's ability to pay.

YMCA Values

Across the globe and right here along the Hudson River, the YMCA is committed to providing Character Development opportunities for everyone we serve. The fundamental values associated with strong character are **Caring**, **Honesty**, **Respect**, and **Responsibility**. It is our goal to model and teach these values every day in all of the activities and programs the YMCA provides.

YMCA Daycare Philosophy

The YMCA Daycare is designed to provide stimulating early learning experiences, including academic, cognitive, fine and gross motor, physical fitness, social and emotional development.

Tuition and Payment Schedule

Fees are due on a monthly basis. Make checks payable to the Family YMCA at Tarrytown. Payments can be mailed to the Family YMCA at Tarrytown, 62 Main Street, Tarrytown, NY 10591 by the 1st of the month. Please address to the attention of **Lesla Dalton**. There is a \$20.00 service charge for all returned checks. There is a \$25.00 late fee charged to payments received after the 1st of the month.

Statements/receipts are provided upon request. Please contact lesad@ymcatarrytown.org if you need a statement for tax purposes. One copy will be provided free of charge. Additional copies are subject to a \$5.00 fee.

Registration Fee

A \$150 **NON-REFUNDABLE** registration fee is due at time of registration to secure the placement of your child in the program. \$100.00 of the **non-refundable** registration fee is applied to your first month's payment.

Deposit for Limited Absence from the Program

A \$100.00 deposit is due if in the instance you need to remove your child (because of an extended vacation or birth of a sibling, etc.) from the program for a month but will be returning for the next month. The deposit is **NON-REFUNDABLE** and will secure the placement of your child. This money will go towards your monthly fee.

Required Registration & Health Documentation

Upon registration, you must secure a copy of your child's current physical and immunization record to be submitted before your child can start the program along with your registration forms.

Cancellation of Program Participation or Change of Schedule

Any changes to your child's monthly schedule must be requested in writing, via telephone (914) 631-4807, ext 24, or by e-mail to Nicole Bernardone, Childcare Director (nicoleb@ymcatarrytown.org) on or before the 15th of each month. Any changes thereafter are subject to availability and/or incur additional charges.

Official Holiday and Maintenance Closings (NO CHILDCARE ON THESE DAYS)

Labor Day
Columbus Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve (early dismissal 3 PM)
Christmas Day
New Years Eve (early dismissal 5 PM)
New Years Day
Good Friday
Memorial Day
Independence Day
Staff Development Day: June 25, 2010
Maintenance: Last week of August into September (see calendar)

Financial Assistance

The YMCA provides the highest quality care to all children, regardless of their socio-economic background. Within the available resources of the Family YMCA at Tarrytown, and according to our mission, we will provide services for any economically eligible student who desires to participate in YMCA programs.

Those not able to pay the full fee may be awarded partial financial assistance based on their demonstrated ability to pay and the YMCA's ability to fund the subsidy. It is our intent that all individuals contribute toward the membership and/or program fee.

Participants who have applied, but have not been awarded a scholarship before the child begins the program are required to pay full price until the scholarship becomes effective. The scholarship is then applied to future payments of the program. We will not be able to adjust previous payments.

NOTE: Extended Day Fees are not eligible for financial assistance.

Staff

The Family YMCA at Tarrytown is a New York State registered Day Care program. This means we adhere to all current state mandated rules and regulations. Each staff member must pass a background check. Central clearance forms for every staff member are run through several clearance checks by the New York State Office of Children and Family Services. The YMCA also runs every staff through a state-of-the-art background check, which checks for all criminal and/or sexual abuse records in the country, state and county. All Staff must obtain a minimum of fifteen hours of training during each school year. The YMCA is committed to providing the highest quality child care possible.

Activities

Staff will act as facilitators to encourage children to participate in activities. Children will have the opportunity to participate in a wide range of activities offered to them. See attached schedules.

Your Role

Your involvement with the program and cooperation with policies and procedures is essential. Take every opportunity to talk with YMCA staff about your child; ask your child about the program each day. You may also volunteer by offering your special talents, or by joining the parent advisory committee.

Parent Advisory Committee (P.A.C.)

Parental involvement is essential to a successful program. The P.A.C. offers parents the opportunity to play an integral role in the program. The committee addresses parental concerns and helps provide ongoing communication between staff and parents. Please see the Director if you are interested.

POLICIES AND PROCEDURES

Staff Baby-Sitting Policy

For insurance liability and legal reasons YMCA staff are not permitted to baby-sit or work for families in their free time. If we receive word that a staff member is baby-sitting, or otherwise hired by you, we may be forced to terminate them. Please do not place staff in an uncomfortable position by asking them to baby-sit.

Attendance

Within the first 15 minutes of arrival to the program, attendance is taken. If a child is absent without prior notification, the parent/guardian will be contacted. If your child is not coming on a planned attendance day, please notify the YMCA. **We will not deduct days missed from the program fee. When you enroll, you are reserving the time, space, staff and supplies for your child, whether or not your child attends.**

Pick-Up Procedures

Every child must be signed out of the Program. Parents/Guardians/Siblings must come in to the program and sign out the child. Staff will ask for ID until they recognize those regularly responsible for pick up. For siblings that are minors, previous arrangements have to be made with the Director for pick-up. We will not dismiss a child to a minor unless a written agreement is on file.

Late Pick-Up

There will be a fifteen-minute **one-time only** grace period allowed, after which a fee of **\$1.00 per minute** will be assessed for every minute you are late. Excessive lateness is unacceptable and may result in your child's dismissal from the program.

Medication Administration

The YMCA will not administer any medication to your child.

Illness

A sick child must be kept at home both for his/her own sake and that of others. Watery, oozing, itchy eyes may be symptoms of conjunctivitis, which is extremely contagious. Children with these symptoms must be seen by a physician and can only return to the program with a doctor's note authorizing return. All children who have had a fever must be fever free for 24 hours before they may return to the program. If a child arrives at the program with any of the above symptoms, the Teacher has the authority to ask the parent or guardian to pick the child up. Please inform us about the nature of any illness, especially if it is a communicable disease.

Minor Injuries

Staff will administer first aid. You will be informed of the incident when you come to pick up your child.

Emergency Health Care

Our program will be staffed with at least one person certified in CPR and RTE (Responding to Emergencies Certification). Should your child become injured or sick to a degree beyond that covered by first aid, every effort will be made to contact you, and if you are not able to be contacted, your emergency contact person will be called. If the injury is one where time becomes critical, we will call an ambulance and send one staff person to the hospital with your child. Continued efforts will then be made to contact you. All emergency cases will be taken to the nearest hospital. For problems or injuries that can wait for medical attention we will await your decision on a course of action.

Discipline Procedures

We encourage children to develop self-control and handle conflicts in a peaceful and effective manner. Discipline will be administered as soon as possible and will be consistent with the severity of the problem. Discipline procedures vary with age.

For children ages 2 and over: At first verbal warnings are used to explain why the behavior is inappropriate. The next step is to refocus and regroup in a time out. Any child that is disruptive to the point that it interferes with the daily operation of the program may be asked to leave the program permanently. Verbal communication between director and parent is very important.

Napping Policy

Sleeping and napping arrangements must be made in writing between the parent and the provider. Such arrangements include: the area of the center where the child will nap; whether the child will nap on a cot, mat, bed or a crib; and how the napping child will be supervised. Sleeping arrangements for infants require that the infant be placed on his or her back to sleep, unless medical information is presented to the Teacher or Director by the parent requesting otherwise.

Food

A mid morning and mid afternoon snack is provided daily. Snack usually consists of fruit, crackers, juice and water. Parents are responsible for providing a healthy lunch for their child everyday. The YMCA is required by the state to approve the meals that are sent in from home. Please label your child's food.

Open Door Policy

The YMCA Program has an open door policy, which welcomes and encourages parents/guardians to visit the program at any time to observe or participate in activities.

Phone Numbers

YMCA (914) 631-4807

Nicole Bernardone, Child Care Director: ext.24

Susan Barak, Early Childhood Coordinator: ext.26

Infant Room: Ext 28

Toddler Room: Ext 27

Nursery Room: Ext 26

Preschool Room: Ext 30

Taxes

Statements/receipts are provided upon request. Please contact lesad@ymcatarrytown.org if you need a statement for tax purposes. One copy will be provided free of charge. Additional copies are subject to a \$5.00 fee.

Our tax identification number is 13-1740516.

Parent Handbook Acknowledgement

I _____
Parent/Guardian

of _____
Child's Name

*have read the Family YMCA at Tarrytown's, Y
Day Care Handbook.*

Parent/Guardian Signature

Date

Getting to Know Your Infant

Parent's Name _____ **Date** _____

Child's Name _____

1) What are some of your child's favorite things to do? _____

2) Is there more than one language spoke at home? Which ones? _____

3) What are some of your child's favorite books? _____

4) Favorite foods? _____

5) Does your child have a favorite toy or other comfort object? What is it? When does your child seem to need it most? _____

6) Does your child know any other children in our care? If so, whom? _____

7) What holidays do you celebrate and when? _____

8) Does your child have a nickname? _____

9) Does your family have any pets? If so, please list type with names. _____

10) How does your family express affection? _____

11) Aside from your child, who are the members of your immediate family? _____

12) Are there any other things about your child that you would like to tell us? _____

13) Please list feeding schedule:

_____ am	_____
_____ am	_____
_____ pm	_____
_____ pm	_____
_____ pm	_____

14) Please list napping schedule:

_____ am	_____
_____ pm	_____

Thank you for taking the time to fill out this questionnaire.
Your information will be very helpful for our staff.



Getting to Know Your Child

Toddlers, Nursery & Preschoolers

Parent's Name _____ **Date** _____

Child's Name _____

1) What are some of your child's favorite things to do? _____

2) Does your child speak more than one language? Which ones? _____

3) What are some of your child's favorite books? _____

4) Favorite foods? _____

5) Does your child have a favorite toy or other comfort object? What is it? When does your child seem to need it most? _____

6) How does your child feel about coming to school? _____

7) Does your child show an interest in using the potty? Yes _____ No _____

If so, what is your routine with your child? _____

8) Does your child know any other children in our class? If so, whom? _____

9) What holidays do you celebrate and when? _____

10) Does your child have a nickname? _____

11) Does your family have any pets? If so, please list type with names. _____

12) What form of discipline do you favor? (Example: Time Out) _____

13) How does your family express affection? _____

14) Aside from your child, who are the members of your immediate family? _____

15) Are there any other things about your child that you would like to tell us? _____

Thank you for taking the time to fill out this questionnaire.
Your information will be very helpful for our staff.



Please Print

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Credit Card Monthly Payment Childcare/School Age

Child's Name: _____ Membership # _____
(Office USE only)

Parents Name: _____ E-Mail Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorization to Charge: I hereby give authorization to the Family YMCA at Tarrytown to use my charge account number for monthly payments towards my child's participation in either childcare or school age programs. The charge will take place during the **month that care is provided**. Should any preauthorized charge not be honored by appropriate authorization code, then it is understood that said payment is to be made by me. I understand that if my credit card is declined for the second time my child will be dismissed from the program.

Cancellation of Program: If I choose to change the number of days or remove my child from the program I understand that I must send in an updated version of this form to the Program Director to ensure that I will not be charged. Request must be made before the 15th of the month. Any changes thereafter are subject to availability and/or may incur additional charges.

Status Changes: It is your responsibility to inform the Family YMCA at Tarrytown of any changes in your account status or address information.

Credit Card Information

I _____ will be charged monthly for the care of my child who
Name of Card Holder
is enrolled in the _____ program.

Please Circle: VISA MasterCard AMEX
WE DO NOT ACCEPT DEBIT CARDS

Account Number _____ Exp Date _____

Signature of Credit Card Holder: _____

Today's Date: _____

Family YMCA at Tarrytown * Y Day Care 2010							
Hours of Operation							
Daily Hours, Full Day Program				8:00 AM - 6:00 PM			
Extended Hours				7:30 AM - 6:30 PM			
Half Day: AM				9:00 AM - 12:30 PM			
Half Day: PM				2:00 PM - 5:30 PM			
Registration Fee							
A \$150.00 <u>non-refundable</u> registration fee is due at the time of registration in order to secure the placement of your child in the program. \$100 of the <u>non-refundable</u> registration fee is applied to your first months payment.							
Monthly Fee Scale							
Infants: 3 mths - 18 mths		Toddlers: 18-36 mths		Nursery: 36 mths		Preschool: 4 yrs	
5 Days f/t	\$1,285.00	5 Days f/t	\$1,065.00	5 Days f/t	\$867.00	5 Days f/t	\$831.00
4 Days f/t	\$1,047.00	4 Days f/t	\$877.00	4 Days f/t	\$785.00	4 Days f/t	\$755.00
3 Days f/t	\$806.00	3 Days f/t	\$677.00	3 Days f/t	\$689.00	3 Days f/t	\$663.00
2 Days f/t	\$551.00	2 Days f/t	\$465.00	2 Days f/t	\$464.00	2 Days f/t	\$449.00
5 Days p/t	\$769.00	5 Days p/t	\$653.00	5 Days p/t	\$434.00	5 Days p/t	\$418.00
4 Days p/t	\$639.00	4 Days p/t	\$546.00	4 Days p/t	\$408.00	4 Days p/t	\$393.00
3 Days p/t	\$498.00	3 Days p/t	\$426.00	3 Days p/t	\$362.00	3 Days p/t	\$347.00
2 Days p/t	\$343.00	2 Days p/t	\$296.00	2 Days p/t	\$260.00	2 Days p/t	\$250.00
4:1 Child to Staff Ratio		5:1 Child to Staff Ratio		7:1 Child to Staff Ratio		8:1 Child to Staff Ratio	
*Extended Day Monthly Fee	\$200.00	* Not eligible for Family Member Discount or Financial Aid					
*Daily Rate Per Day	\$80.00						
Family Members of the YMCA receive a 10% discount per child.							
All program fees are due on the 1st of each month. A late fee of \$25.00 will be assessed for payments received after the First of the month.							
Cancellation or Change of Schedule							
Any changes to your child's monthly schedule must be requested in writing or via telephone (914) 631-4807, ext 24. to Nicole Bernardone, Childcare Director on or before the 15th of each month. Any changes thereafter are subject to availability and/or incur additional charges.							
Priority Registration (current participants): May 1 - May 31, 2010				Open Registration (new participants): June 1 - August 14, 2010			