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BEST SUMMER EVER

Little Campers Parent Handbook
MARSHALLTOWN YMCA-YWCA



MARSHALLTOWN YMCA YWCA
108 Washington Street, Marshalltown IA 50158
641 752 8658 www.ymca-ywca.org

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LITTLE CAMPERS VALUES AND GOALS

Little Campers respects the uniqueness of each child. The program engages children's learning in developmental areas, while allowing for individual differences in learning styles. Creativity is encouraged through play based experiences. Little Campers believes that child initiated play experiences give children the opportunity to explore and practice motor, cognitive, communication, and social skills.

Little Campers will provide a high quality, developmentally appropriate early learning program for students by:

- Maintaining a safe classroom
- Creating a trusting and consistent environment
- Facilitating learning through play, in large group, small group, and individualized instruction
- Providing an opportunity for exploring and experimenting
- Emphasizing the "process", not the "product"
- Modeling empathy and compassion
- Providing a child-centered program evolving from the interests of the children along with planned studies
- Using curriculums that are continually revised to ensure a variety of developmentally appropriate experiences

CURRICULUM

Children need activities for physical, social-emotional, and academic development. Little Campers follows the Iowa Department of Education Early Learning Standards. Themes are used within the preschool classroom to facilitate the integrated learning opportunities for students.

Little Campers uses The Creative Curriculum For Preschool Curriculum.

Creative Curriculum is a comprehensive curriculum that guides teachers in designing a program in which children learn important skills and content, and develop social competence. The curriculum includes six areas of development:

1. Physical Well Being & Motor Development
2. Approaches Toward Learning
3. Social & Emotional Development
4. Communication, Language & Literacy
5. Mathematics & Science
6. Creative Arts

Interest areas facilitated include blocks, library, listening, dramatic play, writing, computers, toys/manipulatives, science, art, music and outdoor play. Cooking and field trips are also incorporated into the curriculum.

Positive Behavioral Interventions and Support (PBIS)

In order to help campers know what is expected of them in the classroom, Little Campers has established expectations that can be applied in all aspects of the day. This will provide consistency for the children, making it easier for them to learn and understand each expectation.

Little Camper's program-wide expectations:

- Be safe
- Be helpful
- Be kind

Through these expectations, staff can address any behavior and help children to be respectful and responsible. These rules will be posted throughout the classrooms and the children will become very familiar with each expectation. Once a behavior is taught, each child will be motivated to use that behavior in place of a less appropriate behavior. Motivation will be provided through positive feedback from all staff interacting with children. This positive feedback will take many forms, for example, if a child is following the rule "Be Safe" a teacher may say "I like the way you are staying safe by walking to line up". This lets the child know he/she is following the expectation .

DAILY SCHEDULE

7:15-8:30	ARRIVAL: PLAYGROUND Parent Sign In/Outdoor Play
8:30-8:45	TRANSITION Clean Up/Restrooms
8:45-9:15	SNACK
9:15-9:45	IMAGINATIVE PLAY
9:45-10:15	ROTATION 1 Small Motor Activities
10:15-10:45	ROTATION 2 Large Motor Activities
10:45-11:15	ROTATION 3 Learning Center Play: Blocks, Dramatic Play, Sand/Water etc.
11:15-11:45	ROTATION 4 Carpet Time: Calendar, Story, Weather etc.
11:45-12:00	SHARING/TRANSITION Lunch Prep/Wash Hands
12:00-12:30	LUNCH
12:30-12:45	TRANSITION Clean up/Restrooms
12:45-2:30	NAP/QUIET RESTING TIME
2:30-2:45	TRANSITION Bathroom/Wash Hands
2:45-3:15	SNACK
3:15-4:00	OUTSIDE PLAY
4:00-4:30	ROTATION 1 Learning Center Play
4:30-5:00	ROTATION 2 Small Motor Activities
5:00-5:30	OUTSIDE PLAY Pick up

COMMUNICATION

Parent/Teacher Communication

Parents are always welcome in the center. If schedules allows, please feel free to see teachers for ways to be involved in camp activities. Please share any concerns involving children's daily routine or camp experiences with teachers as quickly as possible. Teachers welcome conversation regarding each child and his/her experiences. It is sometimes difficult to discuss such information at arrival or dismissal. Please feel free to schedule time with teachers throughout the Summer. Teachers are available via email at y.preschool@ymca-ywca.org.

Newsletters

A newsletter explaining themes, special activities, as well as important dates for field trips, and swimming will be sent home each week.

Fees

Camp fees are due weekly and must be drafted on Saturdays from a checking, savings, or credit card account, or paid in full at the time of registration. Parents may register at the Y Service Desk, online at www.ymca-ywca.org or with Ashley Woodruff, Youth Director. Accounts must be kept current in order to use Camp services. Failure to comply with payment plan will result in being dropped from the program. (continued)

Fees continued: Parents wishing to discontinue enrollment at camp must give notice in advance. If the center is not notified, billing will remain active and you will be responsible for payment.

Little Campers: \$28/day_ Y Members \$38/day_ Program Participants Hours: 7:15a.m.-5:30 p.m.

ADMINISTRATION

YMCA-YWCA Staff

Carol Hibbs

CEO

carol.hibbs@ymca-ywca.org

Ashley Woodruff

Youth Director

ashley.woodruff@ymca-ywca.org

Brandee Brown

Lead Teacher

y.preschool@ymca-ywca.org

Y PRESCHOOL TEACHERS



Brandee Brown
Lead Teacher



Bat-seba Ocampo
Teacher



Dulce Garcia
Assistant

GENERAL INFORMATION

Little Campers Monday, June 5-Friday, August 11, 2017

CLOSED: Tuesday, July 4, 2017

Arrival & Dismissal

Parents are required to sign campers in and out daily. Children may arrive as early as 7:15 a.m. It is recommended that children arrive by 8:30 a.m. to allow for play before the group transitions to snack at 8:40 a.m. Teachers will take attendance at (8:40) and during transitions throughout the day. A total count of children will be indicated at the bottom of the sheet for each transition.

Children will not be released to anyone that is not listed on the authorized pick-up form. Any requested change must be made in writing on the release form. Staff will ask for I.D. from parties that are unfamiliar, but have permission to pick up a child.

A copy of a court order must be on file with the center if any biological parent is to be denied access to a child. It is parents' responsibility to make the director and teachers aware of any situation of separation/divorce for dual communication/conferences, which should be made available to both parents.

Discipline

Teachers reinforce desirable social behavior through positive redirection and earned praise. Little Campers philosophy includes attempting to prevent discipline through building strong relationships and behavioral redirection. Preschool age children naturally test boundaries. When a child's behavior may harm him/herself or another child, teachers will remove the child from the situation. If a plan of action is necessary, teachers will work with parents to create a behavior plan; successful behavior plans are individualized to each student and require family involvement. Teachers recognize the importance of helping children to develop self-discipline, independence, and responsibility. Children learn that they are secure and safe when positive guidance is used. Individualized positive guidance combined with self discipline and adults who assist children in understanding and expressing their feelings in acceptable ways help children develop the skills they need to successfully interact with others.

Reporting Absences

To report that a child is unable to attend camp on a registered day, please notify teachers by calling the Y at (641) 752-8658, ext. 313 or (641)352-5072 direct line. Please call by 8:30 a.m.

*A staff contact information sheet is included in the registration packet, please keep it handy for future reference.

Personal Belongings

Please label children's belongings. Please send an extra set of clothing to remain at the center in case of accidents. Children may get dirty during the camp day and accidents happen! Please take notice when extra clothes are used and send new the following day. Please do not allow children to bring toys from home without preapproval from teachers. This will eliminate misplaced, broken and lost toys. Children are allowed to bring toys on the indicated sharing day.

Mandatory Reporting of Child Abuse

The Department of Human Services requires staff to report any suspected cases of sexual or physical abuse or neglect, as outlined in the Iowa Code. The Mandatory Reporting of Child Abuse Policy is posted on the parent board in the classroom.

Meals/Snacks

Preschoolers are provided a nutritious morning snack, lunch and an afternoon snack. Treats and candy are allowed on special occasions only. A lunch menu will be provided each month. Lunches are provided daily from the Marshalltown Community School District. If a child must be on a special diet, please provide documentation on the child's condition in order to provide proper care. If certain foods are not allowed due to religious beliefs, please send a replacement meal on that day. Children are welcome to bring a lunch from home at all times.

Hand Washing

Little Campers works to offer a clean environment. Several measures are taken to keep the program as germ free as possible. When entering the classroom each day, please make sure that children wash hands. This is for the health of all the children, as well as staff.

Sharing

Children will take turns taking a sharing bucket home. Please help your child choose no more than 3 items to share with the group. Campers will stand with a teacher to show and tell friends about special items. This gives children the opportunity to practice language development, as well as social skills in the classroom. Please make sure to take a look at the note that comes with the bucket. Students may be asked to bring specific items (ex: that start with a certain letter, are a specific color, or a favorite item).

Resting

Children will be given time to rest each day in a quiet environment. Soft music is sometimes played. Children that do not nap, will be expected to rest quietly. Quiet time is an important part of the full day camp routine, giving children the opportunity to rest and recharge for the remainder of the day. Little Campers provides cots for each child. Please provide a crib size sheet and a small blanket only. Please do not bring a pillow or stuffed animals. Sheets and blankets will be sent home for laundering.

Park Days

Weather permitting, Little Campers will walk on the bike path to Mega Ten Park each Tuesday and Thursday morning. Please wear or pack tennis shoes for park days. The following safety procedures are followed on park days. Attendance is taken:

- Before leaving the Cultural Center
- Arriving at Mega Ten Park
- Before leaving Mega Ten Park
- Arriving at the Cultural Center

Swimming Days

Weather permitting, Little Campers will walk to the Horne-Henry Center each Friday for water safety lessons with the Y's Aquatics Staff and certified lifeguards. Please pack a swim suit and towel on swimming days. Children will each change in family dressing rooms. Teachers will assist as needed. The following safety procedures are followed on swimming days. Attendance is taken:

- Before leaving the Cultural Center

- Arriving at the Horne Henry Center
- Before leaving the Horne Henry Center
- Arriving at the Cultural Center

Outside Play

Fresh air and opportunities for large motor play are vital to children's development. Guidelines for outdoor play will be determined by The Child Care Weather Chart posted on the parent information board.

Field Trips

Field trips are planned throughout the Summer. A permission slip will be posted near the sign in/out book with details on each trip. Students will not be allowed to go on field trips without parent signature. The following safety procedures are followed for all field trips. Attendance is taken:

- Before leaving the classroom
- Before leaving the Cultural Center on the Y Bus
- Arriving at the Field Trip destination after departing the Y Bus
- Before leaving the Field Trip destination and boarding the Bus
- Before leaving the Field Trip destination on the Y Bus.

Each camper will have an assigned buddy and seat on the Y Bus marked by name for each field trip. Lead teacher will take attendance and initial attendance sheet at each transition. Assistant teacher will do a head count after each role call confirming with lead teacher the appropriate number of preschoolers are accounted for. Attendance sheets are turned in to program director after each activity for review.

HEALTH POLICIES

In order to protect all children, established guidelines are in place for illness procedures. If staff determine a child is sick or contagious, the child will not be able to attend camp. Upon parent notification that a child is ill, please expect to pick up within 45 minutes.

Exclusion Policy

If a child will not be attending preschool for any reason, please inform teachers as soon as possible. If a child has an illness listed below, please do not send them to preschool. Children who exhibit the following symptoms will be sent home upon becoming ill during the day. Children will be excluded if unable to fully participate in activities or require greater individual care than staff can provide.

Sudden Illness

Some signs or symptoms of illness may indicate a serious illness and should be evaluated by a medical professional:

- Lethargy that is more than expected tiredness
- Uncontrollable coughing
- Unexplained irritability or persistent crying
- Difficult breathing
- Wheezing
- Other unusual signs for child

Special Health Concerns

- Allergies

Please make staff aware of child's allergies to any medications or food. Allergies must be posted in the classroom for awareness of all staff, volunteers or substitutes.

- Inhalers

If a child requires an inhaler/nebulizer, special instructions from a physician/pharmacy are required to be filed at the center.

- EpiPen

Notify staff immediately if a child uses an EpiPen. It is required that an EpiPen be left in the classroom. Additional paperwork and instructions will also be required from a physician.

Fever Criteria

If a child has a fever (viral or communicable cause), that child must be picked up from camp. Before returning to camp, children must be fever free for at least 24 hours. *If your child is sent home from camp they may not return the following day.

Ear, Nose, Chest Infections

If a child has symptoms such as cough, runny nose, watery eyes, sore throat, tiredness, associated with the common cold the child may remain at camp, unless there is a fever present or child cannot participate in normal activity.

Eye Infections

Conjunctivitis or Pink Eye is a viral or bacterial infection. Eyes are pink with creamy or yellow discharge and the eyelids may be matted after sleep. Eyelids and around the eyes may be red and swollen, pain may also occur. Children should be taken to the doctor to confirm the diagnosis. Children may return after symptoms are gone.

Impetigo

Impetigo is a skin sore with a yellow, colored scab. It may ooze and drain. Most sores are on the face, around the nose and mouth. Children should be seen by a physician. Children must complete 24 hours of medication before returning to school. Upon returning to the preschool, the child cannot have any weeping lesions present.

Vomiting

A child may not return to camp until free from vomiting for at least 24 hours. *If your child is sent home from camp they may not return the following school day.

Lice

Live mites or nits (eggs) are present in hair. Staff will provide current treatment guidelines. Children may return following the first treatment. Staff will check the child's head upon arrival when returning.

Scabies

Live mites that invade the webs of the fingers or toes and wrist region and cause rash and severe itching. Child must be seen by a physician and treatment must begin before returning to camp.

Fifth Disease

Fifth Disease is a viral illness (cold and cough) with rash likely involving face (slapped face appearance) followed by a lacey rash on extremities, chest and trunk. It is most contagious 2-4 days prior to rash appearing (not contagious after onset of rash). A physician should confirm diagnosis. A child may attend camp with rash; however, fever criteria previously listed applies.

Strep Throat or Tonsillitis

This is a bacterial infection of the throat that must be confirmed by a physician. Child must complete 24 hours of medication before returning to camp, fever criteria previously listed applies.

Communicable Disease

Parents should notify staff immediately when a child contracts a communicable disease. Staff will post notices of exposure.

Medication Procedure

If a child requires medication while at camp, the following procedures must be followed:

- Medication must be in original box or bottle. No medication may be administered otherwise.
- Parents must fill out a Medical Authorization Form. This is a required document in order to administer any medication in the center. Phone approval will not be accepted for medication administration for the safety of children.
- Medication must have patient information attached supplied by a pharmacy. It is imperative that staff is aware of the side effects this may produce in a child.

Special Needs

All needs will be reasonably accommodated. If a child is on a plan, we consider ourselves as part of that child's care team. Please share any care plans with staff. Please discuss any procedures that need to be followed in the event of an emergency. When additional assistance is requested, staff works closely with specialists from AEA 267.

Biting policy

Children biting other children is one of the most common and difficult behaviors in group child care. In the event that a child is bitten, the follow plan of action will be implemented:

For the biter:

The child is immediately removed from the situation.

The child will rinse their mouth with water.

The child is allowed to return to activities after behavior has been discussed with child by staff, while reinforcing that biting is not acceptable.

An incident report will be filled out and parents will be notified.

For the victim:

Separate the victim from the biter.

Administer first aid.

An incident report will be filled out and parents will be notified.

If biting persists:

All occurrences will be charted including attempted bites, location, time, participants, behaviors, staff present and circumstances. All parents will be informed of the problem and the procedures that will be followed to handle consistent biting. Staff will 'shadow' children who have a tendency to bite, attempting to head off biting situations before they occur. Staff will teach non-biting responses to situations and reinforce appropriate behavior. As possible, staff will adapt the program to better fit the individual child's needs. Staff will 'shadow' children who have a tendency to be bitten, attempting to head off biting situations, and teach responses to potential biting situations. Staff will work with all parents involved to keep all informed and develop a joint strategy of change. Director and staff will hold a conference with parents of the biting child to develop a specific written plan of action. Follow up meetings and/or phone calls will be scheduled as needed. Staff will consider early transition of a child 'stuck' in a biting behavior pattern for a change of environment, if developmentally appropriate. If it is deemed in the best interest of the child, center, and other children, the biting child may be terminated from camp. Written warning will be given to parents before this action will be taken.

SAFETY POLICIES

The following guidelines are in place to ensure a safe environment for all children:

- No child will be left unattended.
- An Authorization Form (for pick up) must be completed (registration packet). Parents must list persons authorized to pick up children. The list will be kept in a designated area for staff to use when children are being picked up.
- Parents must sign children in and out when arriving and departing.
- Tornado and fire drills are practiced monthly as required by law.
- Emergency Evacuation Procedures are practiced. In the event children need to leave the building for emergency reasons, the children will be taken to the Horne-Henry Center and will remain there until able to return to camp. In the event the Horne-Henry Center becomes unsafe, children will be taken to the Marshalltown Public Library.
- The YMCA-YWCA has written emergency plans for fire, tornado, flood, intruders, intoxicated parents, lost or abducted children, power failures, bomb threats, chemical spills, earthquakes and blizzards.
- Emergency evacuation plans are posted by all exits.
- All staff members are certified by CPR and First Aid.
- First Aid kits are available within the classroom, at the Y Service Desk, on the playground and on all field trips.
- Emergency phone numbers are taken on field trips and at any time the children leave the classroom.
- The staff will complete an Accident Report or written notification to parents of minor injuries that occur. Serious injuries will be reported immediately to parents. If needed, emergency services will be called. A staff member will accompany your child to the nearest medical facility and will remain with your child until a parent/guardian has arrived.

LITTLE CAMPERS SUPPLY LIST

Please send the following items with your child each day in attendance or leave the following items at camp for the summer. Please mark all items with your child's name.

1 Crib size sheet

1 Lightweight blanket

1 Backpack

1 Pair of tennis shoes and socks* if not worn daily

1 Extra set of clothes and underwear, accidents happen!

***NO Pull-ups or diapers allowed.**

THANK YOU!

Please keep the following information for future reference!
LITTLE CAMPERS CONTACT INFORMATION

Y Preschool Direct Line **(641)352-5072**
Marshalltown YMCA YWCA **(641)752-8658**

Brandee Brown Lead Teacher
Bat-seba Ocampo Teacher
Dulce Garcia Assistant Teacher
(641)352-5072
y.preschool@ymca-ywca.org

Ashley Woodruff Youth/Preschool Director
(641)752-8658
ashley.woodruff@ymca-ywca.org

REPORTING ABSENCES/LATE ARRIVALS

Please **phone** camp staff by 8:30 a.m. if your child will be absent for the day. If no notice is given of your child's absence, you will be charged for that day. If you are registered for a day, and plan to not attend please phone staff as soon as possible. Your account will be credited or refunded if notice is given. If no notice is given, you will not be refunded. You will be charged the daily amount of \$28. Staff can be reached by calling the Y at 752-8658 or 352-5072 (direct preschool line)

THANK YOU!