



NEW FRIENDS AND GREAT ROLE MODELS



PARENT HANDBOOK RYE Y NURSERY SCHOOL

2023 – 2024

OUR MISSION

The Rye YMCA is committed to building strong kids, strong families, and strong communities throughout our area. We are a charitable, not for profit organization that welcomes all people regardless of age, race, religion or economic status and strives to enrich each and every life through a unique, dynamic combination of programs that strengthens spirit, mind and body.

Visit our website:

www.ryeymca.org

Dear Nursery School Family,

Thank you for choosing the Rye YMCA. Here at the Y we have been providing high quality, affordable care to our local community for over 20 years.

Our programs enable children to realize their potential in a place where fun & learning go hand in hand. We provide a safe and nurturing space for children, as well as reassurance and flexibility to working parents.

The Y's primary goal is to provide high quality childcare in a safe, healthy, and stimulating learning environment. With an exciting and engaging curriculum, we encourage our values of caring, honesty, respect and social responsibility. Our programs are designed to facilitate each child's emotional, social, cognitive, and physical growth. Through play, which is the universal language of childhood, the Y fosters each child's individual needs. It emphasizes gender equity and the development of a positive self-concept. You can rest assured that your child is surrounded by caring, trained staff who provide an exciting array of daily activities.

Please take a few moments to read this handbook; we designed it to inform parents and children all about our programs, policies and procedures. Our goal is to provide you with great programs as well as excellent customer service. Please let us know if there is anything we can do to improve your experience.

Sincerely,

Kristen Sidari

Rye Y Nursery School Assistant Director
Rye YMCA

I. General Information

Administrative Staff

(914) 446-3908 – Rye Y Nursery School

(914) 967-6363 – Rye Y Main Phone

Kathy Lynam, Senior Program Director – Family, Camp and Child
Care kathy@ryeymca.org Extension 250

Kristen Sidari, Assistant Director – Rye Y Nursery School
kristen@ryeymca.org

Contact Information

Rye Y Nursery School	122 Fenimore Rd Mamaroneck, NY	914.446.3908	Kristen@ryeymca.org
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****IF YOU ARE UNABLE TO REACH THE SITE - PLEASE CALL ANY OF THE
ADMINISTRATION NUMBERS OR STAFF****

Calendar & Hours of Operation

The Rye Y Nursery School Administration offices are open Monday through Friday
from 8:00am- 4:00pm.

The Rye Y Nursery School follows the Mamaroneck School District calendar.

School Delays & Closings

Detailed information will be available on our website.

Program Closing: In the event that weather conditions are hazardous/
expected to be hazardous during normal hours of operation, the Rye Y
reserves the right to **close**.

Delayed Opening: In the event that the weather conditions are hazardous,
the Nursery School may have a **delayed** opening. In the event of a **delayed**
opening, watch for updates on Facebook and our website for the modified
opening times.

***If weather conditions become hazardous during program hours, we reserve the
right to close early. In this situation, you must plan to pick your child up at
the modified time.**

II. Program Policies

Absence

We ask parents to inform the YMCA staff any time your child will be absent due to illness (or other planned event) during their scheduled program hours. Please be sure to advise the Director if your child will be arriving at the program later than their usually scheduled time. If your child is absent, please notify the center via email or telephone. Contact information for the site and the Director are listed in this handbook.

Arrival and Departures

Drop-Off: All Children must be dropped off at the scheduled time.

The morning session 8:45am

The afternoon session 12:30pm

Please accompany your child to the YMCA program site. A parent/guardian must sign in the child. We realize that this might appear to be an inconvenience, especially when you are in a hurry to get to work in the morning, but it is for the safety of your children and a NYS OCFS regulation.

When you enter the school please help your child hang their jacket/bag on the fence outside the classroom. If you have questions or special instructions for your child, make sure you ask the teacher to take a moment to speak with you.

Pick up: All children must be picked up at the scheduled time.

The morning session 11:30am

The afternoon Session 3:15pm

An authorized pick up person over 18 must sign the child out. Parents must inform the Director in writing if an additional authorized pick up person will be signing out the child. If the pick-up person is not listed on the child's emergency form and we have not been notified by the parent, the YMCA **will not** release the child.

We do require that authorized pick up persons show identification until the program staff become familiar with them. Authorized persons should always be prepared to present I.D in the case of staffing changes. This step is taken for the safety of your child.

Personal Property

We do not encourage children to bring toys, cell phones, iPods etc. to program. These items can be easily misplaced, lost, or stolen. Any personal items (backpacks, clothing, water bottles, etc.) brought to the Y Nursery School should be clearly labeled with your child's name. The YMCA assumes no responsibility for misplaced, lost, or stolen items.

Restroom Policies

Bathrooms are the highest risk location for children. Consequently, bathrooms and bathroom practices require close monitoring to prevent abuse and/or false allegations. Restrooms must be checked by YMCA employees to make sure they are secure before allowing children to use the facilities. Employees may not be alone with a child in a bathroom with the door closed. They must stand in close proximity to allow for privacy while also providing supervision.

Snack

The Rye Y Nursery School will provide a healthy snack for your child. We will display the monthly calendar on the parent board for you to view.

If your child has any dietary restrictions, please record them on the registration form and inform the Y Nursery School staff. Please also request an Allergy Action Plan if your child has allergies, to complete and return.

*(See **Allergies** section)*

We expect the children to feed themselves.

Toilet Training Policy

At the Y, we want to make the toilet training experience as positive, natural, and nonthreatening as possible so that the child feels confident in his/her ability to use the toilet, therefore developing self-esteem and independence. This is accomplished by a partnership between parents/ guardians/ caregivers and the center staff. Please see Toilet Training Policy document for detailed information on this process.

Transportation

YMCA staff are not permitted to transport children enrolled in YMCA programs in their own cars.

Transportation for field trips is provided and follows OCFS regulations.

Visitor Policy

All visitors must check in with the Nursery School Staff, while clearly stating the purpose of their visit. The YMCA defines a visitor as:

- A child that is not a program participant
- A person who is not at the program to pick up a child
- A person who is not a parent or guardian of a child
- A person who is not a YMCA employee/volunteer or school employee

Visitors must always be escorted by YMCA staff and will never be left alone with children.

III. Billing, Registration & Scheduling

Parents must contact the Assistant Director, Kristen Sidari, for any changes in schedule, cancellations, billing, or registration. On site staff are not permitted to make any changes

Changes in Schedule & Cancellations

We try to accommodate parents' changes in schedules whenever possible. Children enrolled for specific days can make changes to that schedule with advance arrangements. To make any adjustment to your schedule, such as changing days, or cancelling please email Kristen Sidari.

Extra Days

The Y offers flexible scheduling options for current participants who need to attend a program on an unscheduled day. This is an option only when space is available and cannot be guaranteed. Please email Kristen@ryeymca.org. The participant must be registered in the program with billing information on file.

Financial Assistance

Financial assistance is available to those families who demonstrate sufficient need and provide the required documentation. Interested families may request a financial assistance form and submit to the YMCA administrative office. Eligibility for financial assistance will be determined upon availability of space and funds, review of the information given, and letter of intent.

IRS/Tax Statements

We recommend that parents keep a record of payments for IRS purposes. Credit card statements and/or canceled checks will serve as your receipt of payment. We will not issue end of year tax letters. A dependent care receipt can be found on our website.

Our tax ID number is 13-1740515.

Late Fees

A late fee of \$10 will be charged if a child is at the program beyond their scheduled pick up time. More than three (3) late pickups may cause termination from the program.

Payment Policies

YMCA Registration fee is \$200 per application. All fees/tuitions are non-refundable. Tuition credit is not given for absence due to illness, vacation or emergency closings.

Monthly fees are based on the minimum required school days divided over ten months. Snow days, vacation days, teacher conferences are all taken into consideration when we create the tuition cost. There are no credits for missed days, holidays, emergency dismissals or snow days.

- Tuition is due on the 15th of each month August through May.
- Non-payment or continued late payment will result in termination of care.

Registration

Registration is accepted throughout the school year, based on capacity availability. Your child will not be fully enrolled if the account is incomplete. **Please visit our website for a link to our registration website.**

IV. Health & Safety

Abuse Prevention Policies

The YMCA is committed to being an abuse-free organization and to ensuring that any relationships between people associated with the YMCA of all ages are healthy and appropriate. Here's how the YMCA prevents abuse in our programs:

- Specific employment pre-screening/fingerprinting and background checks
- Annual training of all employees
- Specific policies/practices governing the action of employees and volunteers

Our policy states that YMCA employees, consultants, volunteers and interns shall not abuse children physically, verbally, sexually, mentally or by neglect. Anyone who violates this policy will be subject to disciplinary action and/or termination of employment.

Child Abuse Prevention Guidelines

- You are never to be alone with a program participant.
- If you are taking a participant to the bathroom, or other program area, you must bring another staff, or 2 additional participants.
- If you have a pre-existing relationship with a participant who attends a program (a child you babysit, neighbor, friend of younger sibling) please fill out a pre-existing relationship form.
- Except in the case of a pre-existing relationship you are not allowed to babysit participants. Politely tell parents who ask that it is against the YMCA's Child Abuse Prevention Practices.
- Similarly, you may not approach a parent to ask to babysit their children.
- If you see a participant in a public place greet them warmly and introduce yourself to their parents. DO NOT invite the children for social events, and do not accept invitations.
- If a participant contacts you outside of the program – in person, by phone or online - please be sure to tell your supervisor.
- Never, under any circumstances, post photos or identifying information about campers on personal web pages or on any public domain.

Investigation and Reporting of Allegations of Abuse/Mistreatment/ Inappropriate Behavior

The YMCA takes all allegations of abuse, mistreatment and inappropriate behavior seriously. All employees, consultants, volunteers and interns of the YMCA are considered as mandated reporters and therefore must legally report all suspected or reported cases of child abuse or victimization of a vulnerable adult. Any person who knowingly fails to report suspected abuse or neglect is in violation of YMCA policies and will be subject to discipline and/or termination.

Child Abuse Reporting Procedures

The Rye YMCA is committed to taking all appropriate steps to keep its program free of child abuse. If not withstanding these efforts, YMCA staff, classified as mandated

reporters, come to know or to reasonably suspect that any child in any YMCA programs is the subject of child abuse, neglect or mistreatment that information shall be reported to the New York State Office of Children & Family Services (SCR) at:

Mandated Reporter (800)635-1522 or Public Hotline (800)342-3720 and the appropriate YMCA personnel.

The New York State Office of Children and Family Services maintains a Statewide Central Register (SCR) of Child Abuse and Maltreatment for reports made pursuant to the Social Services Law. The Central Register, also known as the "**Hotline**", receives telephone calls alleging child abuse or maltreatment within New York State. The Central Register relays information from the calls to the local Child Protective Service for investigation, monitors their prompt response, and identifies if there are prior child abuse or maltreatment reports. In the event of an accusation of child abuse, the YMCA staff will take prompt and immediate actions as follows:

1. At the first report or allegation that child abuse has occurred, the employed staff who it has been reported to will notify their supervisor. The YMCA staff will call NYSOCFS and will cooperate to the extent of the law with any legal authority involved.
2. The supervisor will review the incident with the branch director. The supervisor and staff will complete a YMCA incident report. Oral reports to the SCR from a mandated reporter must be followed within 48 hours by a written report to the local department of social services' CPS unit on form LDSS2221A.
3. In the event the reported incident involves a program volunteer, employed staff or YMCA member, the branch executive will immediately, without exception, suspend the volunteer or staff member from the YMCA until an investigation is completed. Accused should be suspended immediately and removed from the program.
4. The parents or legal guardians of the child or children involved in the alleged incident will be promptly notified in accordance with the directions given from CPS/ NYS OCFS.

Confidentiality is extremely important to the YMCA and at no time may a YMCA staff or volunteer provide information regarding the incident to anyone other than the branch executive, their designate and the legal authorities. If more than one child is involved (child on child abuse) the names of the other child must be kept confidential.

Policy Prohibiting the Abuse or Mistreatment of One Youth by Another Youth

The YMCA is committed to providing all youth with a safe environment and will not tolerate the mistreatment or abuse of one youth by another youth. In addition, the YMCA will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take the necessary steps to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling other hurtful names.
- Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, etc. Cyberbullying can involve:
 - Sending mean, vulgar, or threatening messages or images;
 - Posting sensitive, private information about another person;
 - Pretending to be someone else in order to make that person look bad;
 - Intentionally excluding someone from an online group;
 - Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.
- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples include sexting, exposures of private body parts, and sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youth, staff and volunteers.

Allergies

When filling out the registration, please be sure to specify if your child has any allergies to food or materials (i.e. peanuts, latex, etc.) You must submit an Allergy Action Plan and Written Medication Consent Form upon registration. If your child requires an Epi-Pen due to severe allergies, please provide at least one to keep in the YMCA First Aid kit. Participants will not be allowed to attend the program unless the appropriate forms are submitted.

Peanut Policy

The Rye Y Nursery School is a peanut sensitive facility. We ask our families to limit types of food containing peanuts and/or peanut products sent into the center. This applies to all lunches, snacks, and special occasion foods. Please ensure ingredients are listed on any food being sent into the program.

Emergency Procedures

In case of an accident, the emergency procedures will be as follows:

1. A trained staff member will administer immediate, basic first aid.

2. A staff member will contact the parent if immediate medical care is necessary.
3. In case the parent or designated emergency contacts cannot be reached, the staff have the authority to call the designated physician and/or 911 for transportation to a hospital. A staff person will accompany the child to the hospital and stay until a parent or guardian arrives.
4. Information regarding the accident will be recorded on an incident report form and filed with the appropriate governing agencies as necessary.

Illness Policy

For the welfare of the children in the group, we ask that parents keep their child home if he/she appears ill or has been ill during the night.

If at any time the staff feels that a child is too sick to remain in the program, the parent will be called. A parent, guardian or emergency contact must pick up the child within one hour of receiving the phone call. This policy is for the safety of all the children and staff.

A child will be sent home, if any of the following conditions are apparent:

- A temperature of 100.4 degrees or more within 24 hours
- Vomiting or diarrhea
- Rash (if cause is unknown)
- Suspected communicable disease (*Pink eye, chicken pox, fifth disease, etc.*)
- Severe cold with fever, coughing, unclear mucus
- Bronchitis or other throat infections, such as strep
- Nits or lice in hair

Parents are asked to please notify us within 24 hours if their child has a communicable disease so we can inform other parents and staff. The child is welcome back to the program with a note from the doctor or reasonable evidence of recovery.

Medication Administration

The Rye Y Nursery School will only administer emergency medication to any child.

Shelter in Place

Every YMCA program is required to perform a Shelter in Place Drill two (2) times per year. This drill is a response to an emergency that creates a situation in which it is safer to remain in the building rather than evacuate (i.e. severe weather conditions, and extreme temperatures, rabid animal, chemical/biological spill). In case of an emergency, each program has a designated relocation site. Parents will be notified of relocation via email, social media updates and/or phone calls.

Special Needs

The Y Nursery School strives to provide programs that include children of all abilities. Our goal is to provide high quality programs and highly qualified staff to enable your child to have a fun, successful and enjoyable learning and social opportunity.

Our program is open to all students without regard to disability. Students with disabilities are invited to participate in the program if they can do so without 1:1 assistance. The Y Nursery School will review the needs of each student, including but not limited to a review of the student's Individualized Educational Program (IEP) where appropriate, to determine appropriate and necessary staffing to ensure the safety and quality of the program for all students. We work to ensure that accommodations provide successful participation in our programs, while not fundamentally altering the nature of our programs and services.

V. Staff Information

Babysitting/Outside Employment

To make sure your child stays safe outside of the YMCA's supervision and to protect our staff members and volunteers, we request that you do not ask a YMCA employee or volunteer to babysit, lifeguard or spend one-on-one time with your child outside of YMCA programs. YMCA staff are not allowed to sign out any child from the program or transport any child in their own car. This policy is also consistent with recommendation made by the National Council for the Prevention of Child Abuse and many childcare licensing consultants across the country.

Staff Qualifications

At the YMCA, we uphold a high standard of quality, dedication, and commitment when it comes to selecting our staff. Our childcare staff consists of highly qualified employees with many years of teaching experience.

The Director of the program handles all day to day programming needs. Head teachers and assistant teachers work together to create the environment that will best support the children.

Directors and head teachers are trained in First Aid/CPR safety procedures. All our staff complete child abuse prevention training, mandated reporter training and orientation prior to their start date. Staff will continue to attend regularly scheduled training events on behavior management, communication skills, and safety procedures for working with children.

Prior to hire, all staff members have a criminal background check and a child abuse registry check performed.

Supervision of Children

In our programs a child is never left unattended or unsupervised. Generally, the YMCA prefers that two individuals are present whenever children are in care. When this situation is unavoidable, the YMCA has a standard of behavior that must be observed. This standard involves moving to an area that can be easily observed by others passing by, or asking another staff member to randomly drop-in. Proper staff to child ratios should always meet/exceed NY state requirements of:

18 mos- 36 mos	1 staff to 5 children
3-5 Years	1 staff to 7 children
6-10 years	1 staff to 8 children

In general, the YMCA caps enrollments to ensure that the proper ratios can be maintained.

V. Parental Participation & Expectations

Communication

We believe that communication and cooperation between parents and YMCA staff is invaluable to provide and maintain the highest quality childcare program for your family. Please make every effort to read any materials that are sent home or posted at the site. Most of our information will be sent out via email- make sure to add the YMCA to your safe sender list. Parents are also welcome to communicate with staff at any time. Directors are available via email or can be reached on the center phone.

Confidentiality

The policy of the YMCA Program concerning the issue of confidentiality of information is as follows: Information that families give to the YMCA staff will be shared with other staff, only on a need to know basis. No information about a YMCA family may be released to another agency without the written consent of the family, **unless required by law.**

Emergency Contacts

Your emergency contacts are very important and should be aware of their responsibility. Emergency contacts may include neighbors, family friends, or relatives located within close proximity of the school. They should be able to pick up your child within a reasonable period if and phone numbers need to be updated regularly. In an emergency, if you or your designated emergency contacts listed cannot be reached, you give permission for the YMCA to take any action deemed necessary for the best interests of your child. You also give permission for any medical personnel selected by the YMCA to provide needed care including any resuscitation efforts and transportation to an emergency room for care.

Information Changes

Parents are responsible for informing the YMCA of any changes in address, phone numbers, billing information and persons authorized to pick up children. It is very important that this information be kept up to date. Information changes can be updated in your YMCA account at any time.

Participation & Appropriate Behavior

Parents are always welcome to observe and participate in the program. The Y Nursery School welcomes your comments and staff are always available to discuss any aspect of the program. Parents are reminded that all interactions with children (theirs or others) must be positive in nature. Any parent engaging in any negative

interaction with any child will face immediate removal from the program and termination of their child's future participation.

The Y Nursery School is a drug, alcohol, smoke and weapons free organization. Possession of illegal drugs, alcohol or a weapon of any kind may result in immediate termination of services and notification of legal authorities. If a parent/pick up person arrives to pick up a child and it is evident that the person is under the influence, we will suggest that they call someone else to pick up. If they are not willing to call someone else, or leave with the child, the police will be notified.

VI. Behavior Management

Anti-Bullying

In keeping with our goal to promote acceptance and tolerance for all people, and in order to keep all the children in our programs safe, the YMCA cannot allow any child in our program to hurt or be hurt by others. This can include physical, emotional, or verbal actions. Our policy specifically prohibits name-calling, hazing, and sexualized language, and singling out one child for different treatment. The YMCA provides adequate staffing supervision and monitoring of all child activities. The YMCA has established procedures for reporting and tracking such behaviors. Any incidents of the above behaviors will be brought to the attention of the Director. Each incident will be handled on a case-by-case basis. All discipline actions will be in accordance with the YMCA Behavior Management Policy in an age appropriate fashion. Parents who have any concerns that their child is being bullied are encouraged to speak with the Director.

Behavior Management

It is the YMCA's goal to educate the student and instill in them the ability to develop self-discipline, self-control and assume responsibility for their own actions. Misbehavior is seen as a chance to educate a participant about appropriate behavior.

It is understood that all children require firm and consistent limits and that no child will be permitted to endanger himself, others, or to damage property. In accordance with NYS OCFS regulations, "Physical intervention is permitted. Physical intervention uses the act of using bodily contact as a short-term immediate response to prevent children from incurring substantial or serious injury to themselves or injuring others... Picking up a child, holding the child's hands or gently touching their body to direct their movement... allows the child to regain selfcontrol as quickly and safely as possible".

Positive behavior management is a process of teaching children how to behave appropriately and respects the right of the individual child, the group and the adults.

We use positive behavior management by:

- Planning ahead
- Intervening
- Redirecting

- Removal from activity
- Showing encouragement

We strive to work with each child as an individual. Staff will work closely with parents to develop a behavior plan that works for everyone.

Biting Policy – Regarding Children Who Bite

Our program recognizes that biting is, unfortunately, not unexpected when toddlers are in group care. We are always concerned when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for toddlers to do, we know they do so for a variety of reasons, most of which are not related to behavior problems.

We do not focus on punishment for biting, but on effective techniques that address the specific reasons for the behavior. When biting occurs, we have three main responses:

1. Care for and help the child who was bitten.
2. Help the child who bit learn other behavior.
3. Work with the child who bit and their parents/families to stop the biting. Our teachers express disapproval of biting. They work to keep children safe and to help the child who bit to learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies and techniques to address it. We give immediate attention and first aid to the children who are bitten. When children bite or are bitten, their parents are informed personally and privately the same day. If a child's biting becomes problematic and consistent, we will work with the family for two weeks to correct the aggressive behavior or YMCA services will no longer be available.

Separation

We recognize the importance of the process of separation in the development of a young child. Prior to your child's first day in the classroom, we request that you visit the School with your child in order to get to know your child's caregivers and the classroom environment. It will be at the caregiver's discretion to decide when a parent can leave his or her child for the first time.

In addition, we support the separation process by asking you to say good-bye to your child before you leave. Please be very brief (no more than 5 minutes) during transition times. In our experience, children are nearly always quick to get involved in the activities as soon as the parent leaves. We highly recommend bringing in family photos of mom, dad, siblings, and other caregivers to help ease your child's anxieties.

Termination Policy

Occasionally there may be cause to expel/suspend a child from the program; we would decide that on a case-by-case basis. Before we would reach such a situation, we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

Some examples of unacceptable behavior include but are not limited to:

- Physical aggression on the part of a child or parent
- Use of foul language by child or parents
- Disrespectful or intolerant words or actions
- Disrespect to staff, children (child or parent)
- Consistently ignoring program rules
- Leaving program area without permission
- Failure to complete required forms
- Habitual tardiness when picking up the child.
- Bringing a gun, knife etc. to the program
- Failure to pay or habitual lateness in tuition
- Parent or child exhibits verbal abuse to staff

Fighting or intentional physical aggression for any reason results in immediate removal from the program. In order to return to the program, the parent and child must meet with the program director. The YMCA program will not tolerate any parent reprimanding, punishing or verbally threatening any child on our premises. If there is a problem, you will be asked to leave immediately. The safety of all the children in our care is our first priority.

A child will not be expelled if the parent/guardian:

- 1) Made a complaint to the NYSOFS regarding the program.
- 2) Reported abuse or neglect occurring at the school.
- 3) Questioned the program director regarding policies and procedure.