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**Family Handbook –  
Early Childhood and School Age Programs**

**DUBUQUE COMMUNITY YMCA/YWCA**  
35 North Booth Street  
Dubuque, Iowa 52001



# Table of Contents

<b>WELCOME.....</b>	<b>3</b>
<b>PROGRAM DESCRIPTION.....</b>	<b>3</b>
Dubuque Community Y Child Care Mission.....	3-4
Child Care Goals.....	4
Childcare Objectives .....	4
<b>Childcare Policies &amp; Emergency Procedures.....</b>	<b>4</b>
Admissions Policy .....	4-5
Arrival/Departure .....	6-7
Child/Staff Ratios.....	7
Confidentiality .....	7
<b>Payment Policy .....</b>	<b>7</b>
Early Childhood Program Billing.....	7-9
School Age Childcare Program Billing .....	9-11
<b>Health/Safety/Nutrition Policies .....</b>	<b>11</b>
Healthy/Ill Child .....	11-12
Communicable Diseases .....	12-13
Medication.....	13
Accidents/Incidents.....	13-14
Outdoor Play Safety .....	14
Handwashing .....	14
Oral Health .....	14-15
<b>UNIVERSAL PRECAUTIONS.....</b>	<b>15</b>
Hand Washing .....	15-16
Clean up .....	16
Sharps .....	16
Bloody Materials.....	16
Food, Drink & Contact Lenses .....	16-17
Personal Protection Equipment .....	17
Biting Policy.....	17-18
Snacks and Meals .....	18
Dress Code.....	18-19
Hazard Policies .....	19-20
Emergency Disaster Policies .....	20-21
<b>Parent Involvement .....</b>	<b>21-22</b>
Discipline Policy.....	22-23
Special Services.....	23
<b>Transportation Policies .....</b>	<b>23</b>
<b>Staff Policies .....</b>	<b>23-24</b>
<b>Dubuque Community Y Preschool Programs .....</b>	<b>25-29</b>
Y Creative Booth Child Care Center.....	29-31
Finley/DCY Child Care Programs.....	31-33
Y Creative Learning Center Asbury Childcare.....	33-35
<b>Dubuque Community School Age Programs (SACC &amp; Cool School) .....</b>	<b>35-39</b>
<b>Staff Directory .....</b>	<b>40</b>

## **Dubuque Community YMCA/YWCA Childcare Programs**

Welcome to the DCY Childcare Programs! We are glad you are joining us and hope that our programs work well for you and your family. We are able to provide a variety of childcare services for children six weeks through twelve years of age. The DCY strives to meet your childcare needs with quality, educational programs for your whole family. The Dubuque Community Y sponsors several different childcare programs to meet the changing needs of families. In addition to the Y Creative Booth Child Care, Finley/DCY Childcare, Y Creative Asbury Child Care, and the School Age Cool School, the DCY also manages School Age Child Care (SACC) at eight elementary schools in Dubuque and two Western Dubuque Elementary Schools. This parent handbook is designed to inform you of the policies and procedures that are in place for the safety of the children involved in our childcare programs. We encourage you to read through it and feel free to contact the Childcare Program Director with any additional questions you may have. Open house are held each spring and fall for early childhood programs and parent meetings are held at prior to the beginning of the school year. You may schedule a tour with the director of the program at any time. See contact information on page 25.

### **Parent Orientation**

If a parent or guardian, needs help to read and understand the Dubuque Community YMCA/YWCA Childcare Services Handbook, accommodations will be made to assist them. Our centers will provide reading assistance to any families that may need this support. We will work with Dubuque Community School District, AEA, Head Start and the City of Dubuque Multicultural Center to provide translation services to the best of our abilities.

Each family that enrolls in our program is provided with orientation services until that time the family feels comfortable in the setting. Initial orientation includes a tour and introduction to staff and curriculum. Daily contact is made by the staff with each enrolled family as well as phone and email conversations. Extended family members are also welcome to be a part of the orientation process.

**Dubuque Community Y Mission: The Dubuque Community Y, utilizing Christian principles, creates opportunities for growth, leadership, and empowerment for women, men, and youth by building healthy mind, spirit, and body with emphasis on respect, responsibility, caring, honesty, and the elimination of racism and prejudices.**

**Dubuque Community Y Child Care Mission: To provide quality child care, incorporating the best research and knowledge of child development, and support to parents.**

**Child Care Goals:**

- \*Children will develop normally and exhibit healthy social, emotional, and physical growth.**
- \*Staff will be friendly and demonstrate effective communication skills and knowledge of child development.**
- \*Parents will feel confident that their children are being cared for in the best possible manner.**
- \*Parents will be satisfied with the cost of care their children receive.**

**Child Care Objectives:**

- \*To carefully screen potential employees, and train them thoroughly in good child development, health, and safety practices.**
- \*To staff the center so each child will receive maximum attention.**
- \*To develop a program of frequent parent communication through newsletters, conferences, and parent meetings.**
- \*To instruct each teacher to welcome parent questions and comments cheerfully, to give serious attention to each comment, and to try to address each comment promptly.**
- \*To develop a budget that reflects prudent expenditures, accurate forecasts of income, and to place a priority on careful financial management.**

## **CHILD CARE POLICIES & EMERGENCY PROCEDURES**

### **ADMISSION POLICY**

#### **ENROLLMENTS**

The Dubuque Community Y maintains a non-discriminatory policy whereby children are admitted regardless of race, color, nationality, ethnic origin or religion. The DCY will strive to make all reasonable accommodations for special needs children. Enrollments are limited in our programs so admittance is on a first come basis. At the Finley/DCY Childcare, Finley employees will have priority before we open to the public; at the Y Creative Asbury Childcare, Lord of Life Lutheran parishioners will have priority before we open to the public

Pre-registration is required before attendance at any of the DCY childcare services. A \$50/Family non-refundable registration fee, a signed contract, and completion of enrollment papers, including a current physical and immunization card, and birth certificate is necessary **before** a child utilizes our programs. The registration and all forms are available at the Dubuque Community Y customer service desk. Registration and forms must be renewed annually. Childcare hourly rates are based on member/non-member status, part/full time use, and the age of the children. It is the parent's responsibility to notify the childcare office of membership status, and to keep membership current. A rate sheet is available at the Y customer service desk and is attached to the back of the enrollment packet.

### **Change of Information**

Please notify the childcare office when there is a change of address, phone number, employment, authorized pickup, emergency contacts, or membership status. This information must be kept up to date, particularly in the event of an emergency.

### **Weekly Schedules**

All parents need to complete a schedule form stating the days/times your child will attend our programs. Schedules **must be turned in by noon Wednesday** of the week prior to childcare needs for us to determine staffing requirements. If your child is not scheduled, we reserve the right to refuse admittance if staffing ratios or room capacity cannot be met. Please email all schedules to the center that your child attends. See e-mail address list at the end of this handbook.

You may submit a permanent schedule for your child if you wish. Simply complete a schedule form and write "permanent" on top and we will schedule your child for those hours until further notice. Please keep in mind that if your schedule changes you will need to notify us of these changes in writing with a new schedule. Also remember, if your schedule returns to the previous permanent schedule to inform us.

If your child is scheduled and will not attend please notify the Coordinator, Director, or school site supervisor of their absence. All school sites have a cell phone; leave a message with your child's name, your name, and phone number. If your child is absent from school, do not assume the school will notify the school age childcare teacher. Please contact SACC staff directly with the absence. See page 34 for school cell phone numbers.

## **ARRIVAL/DEPARTURE**

### **Authorized Pickup**

For your child's safety, and to ensure the accuracy of billing, parents or other authorized pick-up persons (16 years of age or older) need to escort children to/from all the childcare programs. Parents **MUST** check children in and out of the program. **Parents are never to drop a child off and allow him/her to come into the Center unattended.** Only parents/ legal guardians and individuals named on the pick-up authorization form may take the child from the center. Changes and additions **MUST BE MADE IN WRITING.** We will not accept changes by phone. However, we will accept phone calls asking that children be released to people previously added to the permanent file. If the teachers are unfamiliar with the individual, they will ask for identification.

Should a person, who is not listed on the pick-up permission form, arrive to pick up your child the Y will not release your child. Please make arrangements for only people on your pick up permission list to pick up your child. Security at the Y, Finley Hospital, Lord of Life, or the school site will be notified, immediately, followed by a call to the police, if an intruder or other questionable individual attempts to take your child without permission. At Kids/DCY the police will be notified immediately. The staff will remove all the children from the immediate program area if they feel there is any danger to them. Parents will be notified immediately.

By law, both legal parents must be allowed access to their children while they attend the Y programs. If either parent has a court order that denies access, we must have a copy of the order in your child's file before we can refuse to release your child.

**Under the influence of drugs or alcohol:** For your child's safety, we will not release any child to a parent or designated pick-up person if they appear to be under the influence of drugs or alcohol. If an individual under the influence would arrive to take your child we would contact either the spouse, or emergency contact, immediately and not allow the child to leave. If necessary, school site, Finley Hospital, or the Y security would assist us in the protection of the child; at Kids/DCY we would notify the police.

### **Withdrawal/Discharge**

If parents wish to withdraw their child from our childcare programs we ask for two weeks written notice stating in which program their child is enrolled and when their last day will be. If the family is moving, we also ask that you list

your new address so that your year end childcare statement may be sent to you.

All the staff will work with the parents to make our childcare programs the best possible experience for your child, but every program does not work for every child. Occasionally we may find that our childcare programs do not meet the needs of a child. If either the parent or the staff has concerns about the appropriateness of a child's placement we will meet to discuss the situation. If challenges cannot be resolved or there is a safety concern involved we do reserve the right to ask a child to leave our program. Reasons for discharge including but not limited to are: account balance is beyond limit, failure to accurately complete paperwork, physicals and immunizations are not current, and failure to follow center policies.

### **Child/Staff Ratios**

Child to staff ratio is maintained in accordance with licensing standards established by the Department of Human Services.

- Infants: 1 caregiver to 4 children
- Two-year olds: 1 caregiver to 6 children
- Three-year olds: 1 caregiver to 8 children
- Four-year olds: 1 caregiver to 12 children
- Five-twelve year olds: 1 caregiver to 15 children

### **Confidentiality**

Staff is bound to safe guard the confidentiality of all information pertaining to children and families. Under no circumstances can there be any disclosure, even indirect, of information obtained by working with children.

## **PAYMENT POLICY**

### **Early Childhood Program Billing**

Parents are responsible for the payment of all childcare fees. To be sure the billing is accurate; parents must clock their child in/out of program. Each Preschool and School-Age site has a different process for checking children in/out of program. Please make sure you ask how the process works and what is expected at the site your child attends. Failure to do so will result in your time defaulting to 6:00/6:30 AM or 6:00/7:30 PM, depending on the program hours. An extra fee of \$1 per minute will be charged if your child is in attendance before or after our program hours. Please plan your schedule accordingly to avoid this extra charge. The finance assistant will tabulate childcare expenses weekly and send statements biweekly. Accounts are

payable upon receipt. Parents risk their child's enrollment in our programs if their childcare account is past due. All payments should be mailed or dropped off at the Dubuque Community Y. No fees are accepted at the school sites.

**Payment Options:**

The billing will be done weekly. If your account reflects a balance due, you are asked to pay upon receipt of statement. If the balance due has not been received by the next billing date, your statement will be marked "PAST DUE". At the end of the thirty-day period, if the balance due has not been paid, your account will be turned over for collection and childcare services will be immediately terminated. To reinstate your children you must contact the Child Care Clerk office and make arrangements with the Director.

Parents must complete a payment plan and return the authorization, along with a signed Contract for Services, if they wish to participate in the childcare programs. Payments may be made by cash, a check made payable to the Dubuque Community Y, ACH authorization, Master Card or Visa. A \$15 service fee will be added to your account for returned checks and NSF automatic withdrawals.

- **Master Card/Visa Authorization**

Parents may authorize automatic charges for their childcare expenses to their credit or debit card. Your card will be charged bi-weekly and you will receive a statement in the mail. The DCY will need a copy of your credit card.

- **ACH Authorization**

Parents may authorize the DCY to withdraw the appropriate childcare expenses directly from their checking account. Parents must supply the account numbers. Expenses will be deducted from your account bi-weekly and you will receive a statement in the mail.

**Childcare Scholarships and Assistance\***

For families that receive childcare assistance, we will be glad to work with the agencies involved. Parents must make the required contacts, sign the appropriate forms, and see that the finance assistant, at the DCY, receives the information. Those families not completing this process will be required to pay their childcare fees. All assistance paperwork must be completed before your child's first day of attendance. Low income families may apply to the DCY Membership Director for a family scholarship membership. With a one year family scholarship membership or a Youth Scholarship Membership, you may apply for childcare assistance with the Childcare Program Director. DCY Childcare Scholarships are based on income guidelines. All income verification information, must be turned in, along with the application, to the Childcare Program Director for determination of rate reduction. Scholarships of 10%, 15%, 25%, and 50% will be granted if income guidelines indicate the need.



\*DCY Scholarships are not applicable for families receiving other agency funding (ex: DHS, CCR&R)

**All childcare expenses incurred before the scholarship application is completed are the responsibility of the parents.**

## **School Age Childcare Program Billing**

### **FINANCIAL RESPONSIBILITIES**

#### **REGISTRATION PACKET & FEE**

Parents must complete a fee contract and return the authorization if they wish to participate in the program. Each family is required to submit a \$50 non-refundable registration fee for each program before attending the program (once for the school year and once for summer).

#### **WEEKLY RATES**

Fees must be paid at least two weeks in advance. Your account must be kept current in order to continue service. If payment has not been received on time and arrangements have not been made with the Business Office, service will be suspended and the child will not be admitted into the program the following week.

The weekly rate structure has been calculated to include a discount for the holidays on which the YMCA is normally closed. Therefore, the regular payment is expected for weeks that one or two days when school is not scheduled. If service is suspended, re-enrollment will be available only if space permits. An additional registration fee will be required.

For any child attending three days or less every week, part time rates are available as space permits. Part time attendees must have an established schedule on file with the School Age Program Coordinator. As with full time rates, there is no discount or refund for absence or days off school. If school will not be in session on one of a child's regularly scheduled days, an additional day may be attended before the end of that same week but one week's advance notice must be given to the School Age Program Coordinator. Even if an additional day is not attended, the regular weekly fees will still be charged.

### **PAYMENT OPTIONS**

Payments may be made by ACH authorization, Master Card or Visa. No fees are accepted at the school sites. A \$15 service fee will be added to your account for NSF automatic withdrawals.

- Master Card/Visa Authorization: Parents may authorize automatic charges for their childcare expenses to their credit or debit card. Your card will be charged bi-weekly and you will receive a statement in the mail. The Y will need a copy of your credit card.
- ACH Authorization: Parents may authorize the Y to withdraw the appropriate childcare expenses directly from their checking account. Parents must supply the account numbers. Expenses will be deducted from your account bi-weekly and you will receive a statement in the mail.

### **CHILDCARE ASSISTANCE PAYMENTS**

Assistance in paying for childcare is available through the State of Iowa's Department of Human Services. The application and change of provider forms are available online or can be requested at our front desk. It is the parent's responsibility to apply for and renew child care subsidies. The School Age Program Coordinator is available to assist any parent who would like help in completing the forms. Please provide the Y with a copy of your approval letter or child care voucher. Until you are approved or if your child care voucher expires and you continue to send your child to the program, you will be responsible for the full rate. Parent co-payments are also due at least two weeks in advance of attendance.

### **SCHOLARSHIPS**

The YMCA seeks to make its' services available to all persons regardless of their ability to pay. A family must meet the required guidelines in order to receive funding. Applications are available at the front desk. Funds will be awarded based on need. Please call the business office for details regarding the financial assistance / scholarship application procedures. The financial aid is made available due to generous contributions from community supporters.

### **VACATION & LEAVE OF ABSENCE**

In the event that a child is unable to be in the program due to vacation, illness, etc., the following will apply:

- After attending for two months, two weeks vacation credit will be granted per school year, without loss of enrollment slot. These weeks do not need be taken consecutively, but must be taken one full week at a time (Monday – Friday). Request for vacation usage must be submitted to the School Age Program Coordinator at least two weeks in advance and in writing. Neither site staff nor front desk staff are able to authorize vacation usage. When a child is absent beyond the

vacation period full fees must be paid in advance or the enrollment slot will be lost.

- Extended illness: In cases of extended illness, which results in absence of one or more weeks (Monday – Friday), payment will be waited upon presentation of a physician’s note covering the period of illness.

### **EARLY ARRIVAL & LATE PICK-UP FEES**

An extra fee of \$1 per minute will be charged if your child is in attendance before or after our program hours. Note: Any child who has not been picked up by 7:00 p.m. without notice to the Y from a parent or guardian will be turned over to the proper authorities, which includes notification of both police and the Department of Human Services.

### **TUITION INQUIRIES**

Please call our Child Care Billing Specialist at 563.556.3371 for billing inquiries, child care reimbursement forms, and receipt requests.

### **HEALTH/SAFETY/NUTRITION POLICIES**

In the event that a child may require medical/dental and /or surgical care while in center care, staff will refer to emergency medical consent form in the child’s file. Parents agree to pay all the costs and fees contingent on any emergency medical/dental care or treatment for the child, as secured or authorized under this consent. COMMENT: Every effort will be made to notify parents/guardians immediately in case of emergency.

#### **Healthy/Ill Child**

If your child will not be attending for any reason, we ask that you inform us as much in advance as possible. If your child has any of the illnesses listed below, we ask that they not attend child care. Should a child become ill while at the Center, the parent will be notified by phone and email and the child will be isolated from the group. You will be notified when your child’s temperature is 100 degrees. A child with a temperature of 101 degrees must leave the Center immediately. Parents will be contacted immediately if child has a severe injury including but not limited to head injury, severe bleeding or bruising, and bone injury. When completing your enrollment forms, be sure that your numbers and the emergency contact numbers are complete and accurate. Be sure to inform us in writing of any changes in emergency information. **Ill children must not return to the Y Programs until they have been free of fever, vomiting, or other signs of illness for 24 hours.**

Children enrolled in DCY preschool childcare programs must have completed annual physical forms and original immunization cards. These forms are

included in the child's enrollment packet and should be returned with the other information one week before your child attends.

Children using the School Age Childcare Programs or Cool School Club need a completed immunization card and statement of health. This should be returned to the Y with the other enrollment forms at least one week prior to your child's first day of attendance in the program.

### **Communicable Diseases**

Please keep staff informed of any changes in your child's health status. Communicable diseases present in the classroom need to be posted.

- **Diarrhea/vomiting:** If there is diarrhea or vomiting, the child may not be brought to the Center. If the child has any loose stools or vomits while at the Center, he/she will be sent home. The child may return to the Child Care Center if he/she has been free from diarrhea or vomiting for 24 hours. If there is diarrhea for several days duration, a physician should be notified.
- **Eye Infection:** If a child has eyes that are mattering or draining, the child may not be brought to the Center. The child may return to the Center after he/she is on an antibiotic for 24 hours or the eyes show marked improvement.
- **Impetigo:** A child with impetigo will be excluded from the Center for 24 hours after treatment has begun. Their return will depend upon the location of the infected area and if the area is dried and healing well.
- **Ear Infection:** If purulent drainage, the child will not be allowed at the Center. (Exception: if the child has tubes and has been on an antibiotic for 24 hours.) A child diagnosed with ear infection with no drainage must be on medication or a release must be obtained from a physician stating that the child is free of communicable disease.
- **Lice/Pediculosis and Scabies:** When pediculosis or scabies is suspected in a child, the parent will be notified. The child will not be allowed to attend the Center until the child has been treated. We will provide a checklist of procedures that need to be completed before the child can return to the Center. A form needs to be completed by the parent stating that they have completed the checklist. It is advisable that members of the family all be treated at the same time.
- **Pinworms:** When pinworms are diagnosed in a child, the child will be restricted from the Center until the day after appropriate medication is completed. All clothing worn by the child prior to treatment should be laundered. It is advisable that all family members also be treated.
- **Sore Throat:** A child with a sore throat may be restricted from the Center. A physician should see the child.
- **Strep Throat:** A child with strep throat may be restricted from the Center. The child may be readmitted 24 hours after antibiotics have been administered and if no fever is present.

- **Fever:** If a child has a temperature of 100 degrees (101 degrees rectally) and exhibits any of the above symptoms, the parents will be called. A child with a temperature of 101 degrees (102 degrees rectally) will be sent home immediately.
- **Aids:** The decision to allow a child with AIDS to attend the Center will be considered separately and individualized to the child and the setting. The decision will be made by a team composed of the Executive Director, Childcare Director, the child's parents, the child's physician, a public health official, and an infection control officer. If a child with AIDS has a change in clinical condition, the attending physician will sign a release for attendance at the Childcare Center. If questions arise, an infection control officer will be contacted.

### **Medication**

Parents must complete a Medication Release Form for children requiring medication while attending the Y childcare programs. These forms are available from your child's teacher. All medications must be in their original prescription bottle, with a label, and your child's name. Medications are stored in a locked file cabinet in the office or kitchen. It is the parent's responsibility to take medicine home. The program Director, Coordinator, or qualified staff person will administer all medication. Give all medicine directly to the teacher to insure safe storage; medication is not to be transported in the child's book bag. \*NOTE: We do not administer medication for children attending Before and After Care at the School Sites.

Medications include Doctor ordered prescriptions and Non-prescription medications:

Nebulizers, Epi-pens, Insulin, Acetaminophen, Decongestants, Cough syrups, Chap sticks, Allergy medication Insect Repellants, Ointments/creams (including sunscreen and diaper rash ointments)

### **Accidents/Incidents**

In the event that your child sustains a minor injury, the staff will provide any emergency treatment necessary. An accident/incident report will be completed for you to sign at pickup with a description of the accident/incident and what first aid treatment was administered. Parents will be contacted immediately if a child has a severe injury, including but not limited to head injury, severe bleeding or bruising, and bone injury. If we are unable to reach the parents, 911 will be contacted and the child will be transported by ambulance to the hospital listed on the emergency contact form. A staff person will accompany the child with the emergency contact information, and will meet the parents at the hospital

## Outdoor Play Safety

Children will go outside daily weather permitting. Staff will use the Child Care Weather Watch as a guide during inclement weather. A copy of the Child Care Weather Watch is available in the classroom.

- **Cold Weather:** Children should be prepared with a coat, snow pants, hats, mittens, and boots.
- **Heat/Sun Injury:** Children should bring sun screen in original container with current expiration date. Medication Release Form required.
- **Insect-borne disease:** Children may bring insect repellent in original container with current expiration date during seasons with high insect population. Medication Release Form required.

## Hand Washing

Center will insure that staff and children practice personal hygiene sufficient to prevent or minimize the transmission of illness or disease by washing hands immediately upon entering the Center, before and after eating, after using the rest room or being diapered, after handling animals, and before and after participating in sensory activities.

## Oral Health

Dental Emergency Procedures include:

- **Toothache**

Rinse the mouth with warm water to clean it out. Place a cold compress or ice wrapped in a cloth on the outside of the cheek. Call and go to the dentist as soon as possible. Do NOT use heat or place aspirin on the tooth or gum tissue.

- **Broken Tooth**

Rinse the mouth with warm water to clean the area. Place a cold compress on the face to reduce swelling. Call and go to the dentist as soon as possible. If possible, bring the broken tooth fragment with you to the dentist.

- **Knocked-Out Tooth**

If it is a baby tooth, call the dentist as soon as possible. Do NOT attempt to put a baby tooth back in the socket.

If it is a permanent tooth, rinse it gently in cool water. Do NOT scrub it or clean it with soap. If possible, put the tooth back in the socket and hold it there with clean gauze or a wash cloth. If the tooth cannot be put back in the socket, place the tooth in a clean glass with milk, saliva, or water. Take the tooth and go to the dentist immediately.

- **Bitten Lip or Tongue**

Clean the area gently with a cloth and apply direct pressure to the bleeding area. If swelling is present, apply a cold compress. If bleeding does not stop, go to a hospital emergency room immediately.

- **Objects Wedged between Teeth**

Try to remove the object with dental floss, guiding the floss carefully to avoid cutting the gums. If using floss does not work, call the dentist. Do NOT try to remove the object with a sharp or pointed object.

- **Possible Fractured Jaw**

Apply a cold compress to control swelling. Go immediately to the emergency

room of a local hospital. Head injuries can be life threatening.

## **UNIVERSAL PRECAUTIONS**

**ALL blood and body fluids are to be treated as potentially infectious.**

All staff and volunteers must always exercise good hygiene practices in the work place, particularly in and around the classrooms. They serve as role models for children as they develop hygiene habits.

### **Hand washing**

The best possible means to prevent disease and control infection is good hand washing. This should be done as soon as possible after:

1. helping children with toileting
2. after nose-blowing (your own or assisting children)
3. changing diapers or undergarments
4. before and after changing or applying dressings to wounds
5. After your own toilet use, combing hair, applying make-up, etc.
6. before setting tables, working with foods or feeding children
7. after cleaning up spills, body fluids or other potentially dangerous materials
8. after outdoor activities
9. AFTER REMOVING GLOVES

### **Method:**

1. wash hands under running water
2. wet hands with water and apply a heavy soap lather
3. wash all areas of the hands-between fingers, around nail beds, under finger nails and back of hands
4. rinse well under running water holding hand so water flows from wrist to finger tips
5. dry with disposable towel, using a new towel
6. use towel to turn off faucet and discard
7. use hand lotion to prevent cracks in the skin which are openings for germs

Special antibacterial cleaning towelettes should be used when soap and water are not available, to be followed by soap and water washing AS SOON AS POSSIBLE thereafter.

## **Clean-Up**

Disposable gloves should be worn anytime staff or volunteers need to clean up a blood spill, vomit, or a child who has had a diarrhea-like accident. Paper towels should be used for clean ups. Changing soiled clothes should take place on a disposable surface or a non-porous surface which can be disinfected. Where a diaper changing area is available, ALWAYS disinfect after each use.

Use a solution of 1 part bleach to 10 parts water or to disinfect, ¼ C bleach to 1 gallon water. Clean up surfaces that have been contaminated with blood, mucus or any other body fluid. Mops should be cleaned and rinsed in the bleach solution.

Put cloth soiled or wet diapers or other clothing in a plastic bag and tie securely. Label with child's name and send home with a parent.

## **Sharps:**

The greatest chance for blood exposure comes from skin punctures from contaminated articles.

1. Use a broom and dustpan or tongs to pick up sharp objects like needles or broken glass.
2. Dispose of sharp items in puncture resistant containers.

## **Bloody Materials:**

Gauze, sponges or towels that have been saturated with blood should be placed in leak proof plastic bags and tied off so they cannot be emptied and reused. Call the nurse for further instructions.

## **Employee/Student Health Status:**

1. Employees with open lesions or broken skin should keep these areas covered.
2. Children in child care programs who have open sores should have these covered by a dressing to keep them from being contaminated, from touching others who may have scratches, or accidentally be contaminated from any oozing or bleeding.

## **Food, Drink, and Cosmetics:**

Eating, drinking, applying cosmetics or handling contact lenses should not be done in areas where there is a potential for exposure to blood borne pathogens.

## **Personal Protective Equipment:**

All personal protective equipment will be provided to employees. This equipment has been chosen based upon anticipated exposure to blood and other potentially infectious materials. The equipment provided consists of disposable protective gloves for use when attending to any situation in which exposure to blood, potentially infectious materials, non-intact skin, and mucous membranes may occur. Gloves are available and located in each classroom and all first aid kits.



## **BITING POLICY**

Our program recognizes that biting is unfortunately expected when toddlers are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting biting is for parents. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program does not focus on punishment for biting but on effective techniques that address the specific reason for the biting. When biting occurs, these are our three main responses:

1. Care and help for the child who was bitten.
2. Help for the child who bit so that he or she learns other behaviors.
3. Examination of our program to stop the biting.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the children who bite learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques, and timelines to address it. We do not use any response that harms a child or is known to be ineffective.

We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water. If children are bitten on the top of their hands and the skin is broken, we recommend they be seen by their health care provider.

When children bite, their parents are informed personally and privately the same day. When children are bitten, their parents are informed personally and given a copy of our incident form. When we experience ongoing biting in a toddler room, we share the written plan we have developed with all parents of children in the room.

Biting is always documented on our standard incident report form, which is completed and signed by a teacher and an administrator. It must also be signed by the parent. One copy is given to the parents, and the other copy is kept in the incident report book in the office.

We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting.

Once a year, toddler caregivers attend a training session on biting. In addition, we have current resources on biting available for staff and parents. We encourage parents to bring their concerns and frustrations directly to the teachers or the director.

## **SNACKS AND MEALS**

Meals are served at no additional charge when your child attends any of the full-day childcare programs at the DCY. Menus are posted for breakfast, mid-

morning snack, lunch, and afternoon snack (and dinner at Finley/DCY only). A snack is provided at After School program sites.

We follow Child & Adult Care Food Program (CACFP) food guidelines and requirements for all snacks and meals prepared and served at the Y. You will be asked to complete a form of enrollment and eligibility for free/reduce meals. The staff encourages all children to try the various foods offered daily. Although children are not required to eat everything, we do ask them to try a small bite. Of course, if your child has any food allergies that prevent him/her from eating certain foods, please list this on their enrollment forms and they will not be required to eat those foods. A Doctor's statement of severe allergy should be included.

Because we follow CACFP guidelines, meals and snacks for children will be provided by the Center. No foods or snacks may be brought into the Center with the exception of birthday and special event treats, or based on a child's IEP (Individual Educational Plan).

When your child has a special celebration day such as a birthday, we welcome any special treats they may want to bring. All snacks and special treats must be store purchased and wrapped. Please notify the staff if you wish to bring a birthday treat; they will be able to tell you how many children are scheduled to attend that day.

## **DRESS CODE**

Keep in mind that your child is joining our program to have fun! As such, they will be involved in many different activities, games, etc. Dress your child appropriate to the weather and activities. Because they are children, they may get dirty when they paint or play outdoors. Those attending full day programs may want to send a change of clothing in case of accidents or spills.

**We ask you to always have your child wear socks and tennis shoes for safety reasons. NO** flip-flop style sandals; sandals must be secured on feet over the top and around the heel; **NO** slippers. Winter wear should include coat, hat, mittens, snow pants, and boots as we will go outside everyday that the weather is above 25 degrees. LABEL ALL ARTICLES OF CLOTHING.

## **HAZARD POLICIES**

### **Asbestos**

Federal regulations require us to inform you if there is asbestos in the building and when the most recent inspection was done. The Dubuque Community Y was tested for asbestos in July 2005 and none was found to be present.

### **Chemical Right to Know**

The Chemical Right to Know Law requires that all Early Childhood Centers in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The Early Childhood Center is also to acquaint the local fire department with the location of hazardous chemicals in the building. If you want to know what chemicals are used in the building and where they are stored, please contact the Maintenance Director.

### **Chemical Spill**

If there is a minor chemical spill of a non-hazardous substance, the area would be blocked off and cleaned up immediately. However, if it is a serious or hazardous chemical spill, the children would be removed from the building and we would call 911. If there would be a chemical spill within the community, we would follow the Dubuque City Crisis Management Plan.

### **Lead in the Drinking Water**

In 1991, all Early Childhood Centers were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. No additional testing for lead needs to be done at this time based on these results, and the rules of the Department of Public Health.

## **EMERGENCY DISASTER POLICIES**

### **Tornado/Fire/Disaster Drills**

The various disaster drills are practiced at each site on a regular basis. The first aid kit, emergency cards, and flashlight will be taken by staff for use during any disaster. When possible, the cell phone will be taken also. Children that cannot walk will be carried. If a child would become severely injured, 911 will be contacted for assistance. Staff will administer emergency first aid until assistance arrives. An emergency exit map is located at each site. We encourage parents to note the emergency plan in case of a real emergency.

### **Blizzard**

If school is canceled after 6:30 AM, due to inclement weather, children in attendance at the School Age Program must be picked up from their school site. If parents have not picked up their children within 30 minutes of the cancellation time, authorized emergency contacts will be called. Program will be held at the Dubuque Community Y.

If road conditions are such that driving is difficult or impossible, children, staff, and any parents in the building will remain until roads are passable. All

parents will be notified of the situation and appropriate arrangements will be made.

### **Emergency Disaster Plan:**

**Procedures are available and posted at each of the sites in the event of one of the following situations:**

**IF \*Power Failure:** would occur while the childcare programs are operating, the teachers will follow the DCY, Finley/DCY, or Kid's of the Kingdom Childcare Emergency Procedures. .

**IF \*Bomb Threat:** would occur while the childcare programs are operating, the teachers will follow the DCY, Finley/DCY, or Kid's of the Kingdom Childcare Emergency Procedures.

**IF \*Structural Damage** to the building: would occur while the childcare programs are operating, the teachers will follow the DCY, Finley/DCY, or Kid's of the Kingdom Childcare Emergency Procedures. Children would be moved to the nearest safe facility.

**IF \*Nuclear evacuation** is required, parents will be notified to remove their child from the programs. Children will be taken to the basement of their facility until their parent arrives.

### **Under the Influence of Drugs or Alcohol**

For your child's safety, we will not release any child to a parent or an authorized pick-up person if they appear to be under the influence of drugs or alcohol. If an individual under the influence arrives to take your child, we will contact either the spouse, or emergency contacts, immediately. If problems arise, security and/or DHS will be contacted.

### **Intruder Policy**

If an unauthorized pick-up person or other intruder should arrive at a site, the staff will take the steps necessary to ensure the safety of all children. The staff, upon assessing the situation will contact authorities: DCY or Finley security, if they are not available, staff will call 911 for assistance. If needed, we will remove all children to another area of the site and contact parents.

**We will not allow any child to be removed by any person not authorized on the pick-up permission form.**

### **Lock Down**

Upon direction from the Dubuque Police Department, it may be necessary to lock down a Center (or the DCY Building) for the safety of the children. Upon receiving this direction from the police department, children will not be released from the Center to anyone, under any circumstance, until the all clear is directed by the police department. This means NO ONE will enter or leave the building site until the authorities give the directions to do allow admittance

## **Missing Children**

In the unlikely event that a child would be lost while in our program, the following steps would be taken:

1. Parent would be contacted
2. Notification to the childcare Director of the situation.
3. All available staff would search the grounds for the child.
4. If we are unsuccessful, after a short period of time, the police would be contacted.
5. One staff will remain with the program and continue our regular schedule.

To prevent this from happening, attendance through a verbal roll call is taken several times each day.

## **PARENT INVOLVEMENT**

All parents are welcome to visit any of our childcare programs at any time. If you would like to join us on field trips and other special activities please let your child's teacher know so they can make appropriate transportation plans, etc. It will be your responsibility to pay any additional costs incurred by you attending the event. All volunteers will be asked to complete a criminal background check and sign a volunteer statement.

## **Dual Parent Reporting**

In the case of a child whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of **both** parents should be on file. It is the responsibility of both parents to agree on emergency and authorized pickup information. The Dubuque Community Y staff will not be responsible for refereeing disagreements between parents and step-parents. Unless otherwise decreed by a court order, information commonly made available to parents of any child will be made available to both parents.

## **Parental Participation**

We encourage you to contact us with any questions or suggestions. Please feel free to participate in our program in any way.

**\*Visiting:** Parents and guardians are welcome and encouraged to visit and observe at any time. Parent visits are especially helpful after a child has had an opportunity to adjust to their new center. When you visit, you will probably be asked, either by the children or the teacher, to read a story, build with blocks, or get involved in some way.

**\*Participation:** Newsletters, informal chats with teachers, and the things your child tells you about his/her child care experiences are no substitute for actually "being there". Parents are an important part of our program, and we offer you many different ways in which to participate in your child's

experiences. These might include chaperoning on field trips, sharing special talents with children, or helping at parties and special events.

**\*Meetings:** Events may be scheduled throughout the year for parents, offering chances to become better informed about issues relating to child development, parenting, and childcare. In addition, social events will be planned which give families a chance to get to know one another.

## **Discipline Policy**

It is our policy to catch your child being good! The staff seeks out the positive in all that your child does to make his or her childcare experience a great one. All children will misbehave on occasion and the teachers/assistants will utilize substitution, redirection, natural consequences, problem solving, and other behavior management skills.

In order for us to provide a safe, non-threatening environment for all the children we do have behavioral expectations of all children enrolled in our programs. We expect the children to:

- Be respectful of others and their property. Inappropriate language, gestures, and non-compliant behavior are not allowed. Property damaged is the parent's responsibility.
- To speak kindly and respect one another's private space. Any form of physical violence or verbal harassment will not be tolerated. Physical assaults will require immediate removal from the childcare programs.
- Use time constructively. Try new things! This makes our program fun when everyone comes with an open mind.
- Keep personal items at home. Children will be told when they can bring in items to share. Real or fake weapons will not be tolerated and will require immediate removal from the childcare programs.
- Follow directions. All children must remain in program areas under direct supervision of Y-Care staff at all times.

Parents will receive incident reports on discipline challenges along with a parent/child action plan. Parents are to review the report with the child and arrive at alternative actions their child may take if the situation would happen again. These alternate solutions are to be written with the child on the action plan and returned to the teacher. After a second incident report the parents will be notified to attend a parent/teacher conference. Again, the action plan must be completed and returned to the child's teacher. If a child receives a third incident report, your child may be suspended from childcare for five scheduled days. On rare occasions, if all options have been exhausted, parents may be asked to remove their child from the childcare programs. This decision will be made only after a conference with the Director, the teacher, the parents, and the child.

We understand this discipline policy is not all-inclusive. Specific situations will arise which must be dealt with on a case-by-case basis. We

would like to stress the important role parents' play in resolving discipline challenges. Please discuss problem solving in social situations and help your child to learn appropriate alternatives to violence or other negative behaviors.

The Y program intends to create an environment in which children know the expectations and rules. Our policies prohibit acts that may endanger children and those that infringe on the rights of others. With that in mind:

- There shall be no use of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment of any kind of child abuse/neglect/exploitation.
- Discipline shall not be associated with the behavior of children in regard to food (denying of snack or meal).
- Children shall not be isolated without supervision.
- Discipline shall not be associated with the withholding of emotional responses or stimulation and shall not require the child to remain silent for long periods of time.

### **Special Services**

Children enrolled in childcare have access to a variety of special services should the need arise. If teachers or parents have concerns about educational or behavioral issues, AEA1 Keystone Early Access team is available for services including speech, audiology and cognitive development. For health issues, questions, concerns the Visiting Nurses Association is a resource. For questions about child care, our resource is Child Care Resource and Referral. The Department of Human Services can answer questions concerning licensing.

### **Agency Information**

Department of Human Services: Heidi Hungate 563-242-0573  
Licensing Consultant Ext. 418

Visiting Nurse Association: 1454 Iowa St, Dbq. 563-556-6200

Child Care Resource and Referral:  
2728 Asbury Road #215 563-557-1628

Keystone Area Education Assoc.  
2310 Chaney Rd 563-556-3310

### **TRANSPORTATION POLICIES**

## **Field Trips**

Some of the best lessons are those learned in the community. We are proud of the children participating in our programs and wish to share their cheerful smiles, helpful attitudes, with the city of Dubuque. Field trips enhance our curriculum and are an integral part of our childcare programs. Parents are welcome to accompany us on field trips.

Parents will be notified one week in advance if their child's class will be participating in a field trip experience. Participation in field trips is optional. Permission slips will be sent home prior to each field trip, stating date, times, cost, and method of transportation. These must be signed, returned and any applicable fees prepaid before your child will be allowed to participate in a field trip.

## **Transportation Policy**

To keep costs down, we will walk whenever possible. When transporting in a bus, all children will be buckled or harnessed into their seats. We will utilize a bus company that meets the state requirements. First Aid kits, emergency cards, and cell phones will be taken on all field trips. Field trips off campus require one additional staff to be in ratio.

## **STAFF POLICIES**

### **Staff Babysitting/Transportation**

DCY staff is not allowed to fraternize or baby sit program participants outside of program hours. Please do not ask the DCY Staff to do so; it will result in disciplinary action and possible termination. Staff cannot transport children except in an emergency situation. Exceptions to this policy must be requested in writing and approved by the Child Care Director and Executive Director.

### **Staff Training**

Within the first 3 months of employment, ALL staff shall receive the following mandatory training: Mandatory Abuse Reporting, Universal Precautions, CPR, First Aid, DHS Essentials Training. Additional training is provided throughout the year to assist the staff in an emergency. Emergency first aid kits are available at all sites. Emergency first aid would be rendered to your child if they sustained an injury in our program. Parents are contacted with any questionable injury so they may make the judgment if medical treatment is necessary. Parents are notified of any accidents and will be asked to sign an accident/incident report when they pick up their child to verify they are aware of the accident.



### **Staff as Mandatory Reporters**

State law mandates staff reporting of any suspected child abuse or neglect to the appropriate agencies. Staff has been trained in child abuse/neglect at their orientations and this is reviewed annually.

### **Smoke Free Environment**

All the DCY Child Care Programs are held in smoke-free environments.

### **DUBUQUE COMMUNITY Y PRESCHOOL PROGRAMS**

The Dubuque Community Y has Preschool Programs at three sites. The Y Creative Learning Center at 35 N. Booth Street serves children 2 years-5 years old and offers the State Wide Voluntary Four Year Old Preschool Program in collaboration with Dubuque Community. The Y creative Learning Center located at 2899 Hales Mill Road, serves children 3 years-5 years old and also offer State Wide Voluntary Four Year Old Preschool Program in collaboration with Dubuque Community. Finley/Dubuque Community Y located at 300 N. Grandview, serves children 6 weeks to 4 years old.

**All of our preschool programs adhere to the same rules and regulations as follows:**

#### **DRESS CODE**

Keep in mind that your child is joining our program to have fun! As such they will be involved in many hands-on and experiential-based learning activities. Dress your child appropriate to the weather and activities. Keep in mind they may get dirty when they paint or play outdoors. Every attempt will be made to protect their clothing; however, accidents are certain to occur. **WASHABLE EVERYTHING** is the attire of the day! Please make sure that your child has at least one extra change of clothing in case of accidents or spills. Infants and toddlers may need more than one change of clothing. **We ask you to always have your child wear socks and tennis shoes for safety reasons. NO** flip-flop style sandals; sandals must be secured on feet over the top and around the heel, **NO** slippers. Winter wear should include coat, hat, mittens, snow pants, and boots as we will go outside everyday that the weather is above 25 degrees. **LABEL ALL ARTICLES OF CLOTHING.**

#### **PERSONAL ITEMS**

All personal items that the children bring to the Y Programs should be labeled with their name. This includes book bags, coats/jackets, snow pants, boots, hats, mittens, extra clothing/shoes, swim suits, towels, special blankets/toys, and sharing items (teachers will tell the children when they can bring items). The Dubuque Community Y is not responsible for lost or stolen items.

## **QUIET TIME**

According to state licensing, all full-day childcare programs must have a quiet time daily. For the Dubuque Community Y Childcare Programs this requires a one hour naptime starting at 1 PM. The center will provide a cot and a blanket for each child. If your child wants to bring a special blanket or stuffed animal they are welcome to do so. If your child usually does not nap, we still require that all children lay on their cots for a short quiet time. If they are awake after ½ hour, they may participate in quiet learning activities.

## **RECESS**

We will go outside for recess at least once each day. Please make sure your child wears clothing that is appropriate for the weather. Tennis shoes are a must! No sandals. Coats, hats, mittens, snow pants and boots for outdoor winter play; light jackets or sweaters for spring and fall outdoor play. During transitional seasons, layering clothing is appropriate.

## **CHECKING IN AND OUT**

\*When you arrive at the Center, log into the computer system. Take your child to the staff when admitting your child for the day.

\*At the end of your child's day, log out. Only adults may use the computer terminal for logging in and out of the system.

\*In the event that the computer is down, you will be asked to sign your child in/out for attendance records.

## **BOOK ORDERS**

Approximately once each month a book order form Scholastic/Firefly or other reputable book club will be sent home with your child. This is a good way to build your child's library with excellent, yet inexpensive books. If you choose to order, please make the check payable to the Book Club; if you send cash it must be the exact amount. Classroom points are earned based on the total dollar amount of books sold. The points are used to purchase literature and equipment for the classroom.

## **CURRICULUM**

Our classrooms will be filled with children from different backgrounds, religions, family situations, races, and abilities. That complex diversity will enhance everything that we do. It is not our intent to make everyone be the same, think the same, or do the same. Comparing children against each other will simply tell us that each child is different and has different needs; we already know that. We ask that you support us and the children of this center as we try to nurture and provide for all of the differing needs before us. We

ask you to think of the special needs that each child has when you observe different expectations for children, varied projects, celebrations of a broad variety of talents, and differential curriculum. Just as each child comes with different needs, he/she also holds untapped gifts. The primary goal of this center will be to tap into the gifts that each child possesses, waiting to be discovered.

We follow the *Creative Curriculum* which is designed to enhance the integrated nature of learning. Children pursue learning in a holistic way through play. Therefore, our learning experiences integrate the traditional subject areas like math and science to provide meaningful activities for the children. Basic skills develop when they are meaningful to children. Children need many opportunities to see how reading and writing are useful before they are instructed in letter names, sounds, and word identification. Teachers intentionally design learning centers to develop the skills of each child appropriately.

Children develop **literacy and communication skills** through language and writing:

- \*Listening to stories and poems
- \*Participating in dramatic play
- \*Taking field trips
- \*Talking with other children
- \*Dictating stories
- \*Experimenting with drawing
- \*Experimenting with writing

Children develop an understanding of **math and number concepts** through exploration and discovery using manipulative. Some of the beginning math concepts we will work on will be:

- \*Sorting
- \*Patterning
- \*Counting
- \*Graphing
- \*Measuring

Other content areas necessary for **cognitive development** integrated with literacy and language development, and math and number skills include:

- \*Science
- \*Social Studies
- \*Health and Safety
- \*Art
- \*Music
- \*Movement

**Physical Development:** Physical development is divided into two main types of skills:

1. Large or Gross Motor Skills

Large muscle or motor skills are those, which develop a child's large muscles such as those in their legs and arms. These skills are also necessary for whole body movement and body awareness.

Activities to Develop Large Motor Skills

- \*Walking
- \*Running
- \*Jumping
- \*Throwing
- \*Hopping
- \*Skipping
- \*Catching
- \*Balancing

## 2. Small or Fine Motor Skills

Small muscle or motor skills are those which develop the smaller muscles such as those found in the hands necessary for writing, drawing, and painting.

### Activities to Develop Small Motor Skills

*Coloring	*Cutting	*Play-Dough	*Puzzles
*Drawing	*Painting	*Gripping a pencil	*Writing
*Legos			

## Social and Emotional Development

Social well-being and emotional well-being are essential in a young child's growth and development. They determine the way we feel, think, and act and are necessary for learning. Our preschool programs hope to help your child by implementing *Positive Behavior Support* strategies to:

- Develop a positive self-concept
- Learn from others
- Develop independence
- Enjoy the school setting
- Be able to share and cooperate
- Learn to trust and feel secure in a new situation
- Be able to take risks and make mistakes, and realize that mistakes are okay
- Develop healthy social habits of accepting others and playing well with others.

## Y CREATIVE BOOTH CHILD CARE CENTER

The Y Creative Booth Child Care Center is a Department of Human Services licensed preschool/childcare program that meets at the Dubuque Community Y. Child care is available Monday through Friday, year round except for legal holidays. Wrap-around childcare hours of operation are 6:00 AM to 6:00 PM, with all preschool classes being held from 9:00-11:30AM and 12:30-3:00 PM daily. We serve children from two to five years of age in this program; preparing them for kindergarten by providing developmentally appropriate activities that enhance language and pre-reading skills, beginning math concepts, and social/self-help skills. Tumbling, swimming, and use of the complete DCY facilities are part of our regular curriculum. In order to better serve individual developmental needs, children are separated into 3 yr classroom, licensed for 30; 4yr transitional room, licensed for 10; and 4/5 yr classroom, licensed for 20. The State Wide Voluntary Four Year Old Preschool Program hours are 9:00-11:30 and 12:30-3:00 on Monday, Tuesday,

Thursday, and Friday. This program provides 10 hours of free preschool through the Dubuque Community Schools. Our preschool curriculum, *The Creative Curriculum* encourages exploration, experimentation, self-discovery, large motor development, and positive self-esteem. Lessons are planned daily revolving around letter and number concepts, our community and world, social skills, self-help skills, and more. If you have suggestions or thoughts on ways to improve our educational program, please discuss this with your child's teacher. We want this to be the best possible introduction to school for your child! .

### **WHERE DO I TAKE MY CHILD?**

Y Creative Booth Child Care Center is on the second floor of the DCY in the Preschool Wing. The phone number is 556-3371. Please call ahead for a tour if you are interested visiting this daycare site.

### **SNACKS AND MEALS**

We follow Child & Adult Care Food Program (CACFP) food guidelines and requirements for all snacks and meals prepared and served in our childcare programs.

The times for snacks/meals at Y Creative Learning Center are:

Breakfast: 6:45 AM	Lunch: 11:30/12:00 PM
AM Snack: 9:00 AM	PM Snack: 2:30 PM

### **TOILET TRAINING**

All Children attending this center must be toilet trained.

### **CORRESPONDENCE**

A Monthly Calendar of events will be placed in your family file folder. The calendar will detail all planned activities for the month. Any other correspondence such as field trip permission forms, newsletters, parent notes, and billing statements will also be placed in your family folder. Please check these folders daily, some correspondence may require a timely return.

### **SUPPLIES for Y CREATIVE CHILD CARE CENTER**

Although the Y provides most of the supplies that your child will need, there are a few things we would like you to provide. All personal items should be labeled with your child's name so that they will not be misplaced. All other supplies will be considered as community property to be used in the classroom, by all children.

School bag (bring to school daily)

1 extra set of clothing, tennis shoes & socks

4 glue sticks  
Kleenex  
2 boxes of markers  
\$10 Gift card to Discount store (Wal-Mart, Target, etc.)

Water color paints  
2 boxes of crayons or color pencils

2 boxes of  
1 bottle of glue

### **Y Creative Booth Child Care Center Daily Schedule**

6:00 AM-Center Opens, free learning centers available  
6:45-Breakfast  
8:20 AM-Clean up, prepare for preschool  
8:30 AM- Story time/ language arts  
9 AM-Morning Preschool starts, circle time  
9:30 AM- Morning snack  
10:00 AM- Large motor activity  
10:30 AM Interest Centers (math, science, sensory, literacy, dramatic play, art)  
11:20 AM-Closing Circle  
11:30-Preschool is dismissed,  
11:45 Wash hands, lunch  
12:15 PM -Wash up & brush teeth, prepare for quiet time  
12:30 PM-Preschool session for kindergarten readiness  
12:45 PM-Quiet time for child care  
2:30 PM-Children start to rise from their quiet time  
2:45 PM-Preschool starts, snack  
3:00 PM-Kindergarten Readiness Dismissed  
3:05 PM- Circle time, language arts  
3:45 PM- Interest Centers (math, science, sensory, literacy, dramatic play, art)  
4:15 PM-Large motor activities  
5:15 PM Free learning activities  
6 PM-Center closes

### **FINLEY/DCY CHILD CARE PROGRAMS**

Dubuque Community Y, in collaboration with Finley Hospital, offers Infant, Toddler, Preschool child care. Each classroom is staffed by qualified teachers who will provide developmentally appropriate activities for the children in their care. This Center is open Monday through Friday, from 6:00AM to 7:30PM. The Infant classroom, licensed for 20) will be available to children 6 weeks to 18 months old; the Toddler classroom, licensed for 20, will include children 18 months to 36 months old; and the Preschool classroom, licensed for 20, will be for 3 to 4 year olds. Finley employees will have priority in the Finley/DCY

program; remaining spaces will be open to the public. Infant siblings, of children already enrolled, will take priority on waiting lists, followed by Finley employees, and the public. This program is licensed by the Department of Human Services.

### **WHERE DO I TAKE MY CHILD?**

Finley/DCY Childcare is located at 300 N Grandview.

The phone number is 563-589-2640.

Please call ahead for an appointment to tour if you are interested in seeing this daycare site.

### **SNACKS AND MEALS**

We follow Child & Adult Care Food Program (CACFP) food guidelines and requirements for all snacks and meals prepared and served in our childcare programs. See page 9 for details of the Child and Adult Care Food Program.

The times for snacks/meals at Finley/DCY are:

Breakfast: 7-7:30 AM    Lunch: 11:30 AM-12 PM    Supper: 6:30 PM

Snack: 9-9:30 AM        Snack: 3-3:30 PM

### **TOILET TRAINING**

Readiness for toilet training varies with each child. Please discuss your child's readiness to begin toilet training with his/her caregiver. Children need to have good communication skills, as well as awareness of their body functions before considering toilet training. Toilet training must begin at home and be a collaborative effort between home and school.

### **CORRESPONDENCE**

**Preschool Room** -A Monthly Calendar of events will be placed in your family file folder. The calendar will detail all planned activities for the month. Any other correspondence such as field trip permission forms, newsletters, parent notes, and billing statements will also be placed in your family folder. Please check these folders daily, some correspondence may require a timely return.

**Toddler Room** - A Monthly Newsletter of events will be placed in your family file folder. Any other correspondence such as parent notes and billing statements will also be placed in your family folder. Please check these folders daily, some correspondence may require a timely return.

**Infant Room** - A daily sheet and Monthly Calendar of events will be sent home with each infant. Any other correspondence such as parent notes and billing statements will also be placed in your family folder. Please check these folders daily, some correspondence may require a timely return.

Our hope is that we can keep our lines of communication open. Please check your family file folder daily. If you have any concerns, please feel free to call or email the Center. Phone numbers and email addresses are listed on the directory page at the end of the handbook.

### **SUPPLIES for FINLEY/DCY**

Although the DCY provides most of the supplies that your child will need, there are a few things we would like you to provide. All personal items should be labeled with your child's name so that they will not be misplaced. All other supplies will be considered as community property to be used in the classroom, by all children.

#### **INFANT/TODDLER SUPPLY LIST**

Diapers/wipes  
Formula/Baby food/Breast Milk  
Extra clothes (for accidents: shorts pants, shirt, socks)  
2 Boxes of Kleenex  
1 Package of Coffee Filters  
1 Roll of clear Contact Paper  
\$10 Gift card to Wal-Mart/Target

#### **PRESCHOOL SUPPLY LIST**

Book Bag (please no small bags)  
Extra clothes (for accidents: shorts pants, shirt, and socks)  
1 Roll Clear Contact Paper  
2 Boxes of Kleenex  
1 Roll of Paper Towels  
2 Package of Coffee Filters  
\$10 Gift card to Wal-Mart/Target

### **FINLEY/DCY DAILY SCHEDULE**

#### **Infant & Toddler Room**

Activities are structure around the individual needs of the children

6:00-8:30 Free play/Breakfast  
8:30-9:30 Free Play  
9:30-10:00 Snack  
10:00-11:00 Activity Centers  
11:00-11:30 Stories, music  
11:30-12:00 Lunch  
12:00-2:30 Rest/Quiet Time  
2:30-3:00 Snack  
3:00-6:30 Indoor/Outdoor Motor Activity Centers  
6:15-6:45 Dinner  
6:45-7:30 Free Play Centers

#### **Preschool Room**

6:00-7:45 Free play/Breakfast  
7:45-8:30 Manipulative/Games/Puzzles  
8:30-9:00 Circle Time (Greetings, Stories, Music, Finger plays, games)  
9:00-9:30 Snack



9:30-11:00 Center Activities  
11:00-11:30 Circle Time  
11:30-12:00 Lunch  
12:00-1:00 Indoor/Outdoor Large Motor Activities  
1:00-3:00 Quiet Time  
3:00 – 3:30 Snack  
3:30-6:15 Indoor/Outdoor Activity Centers  
6:15-6:45 Dinner  
6:45- 7:30 Free Play

### **Y CREATIVE LEARNING CENTER ASBURY CHILDCARE**

The Y Creative Learning Center Asbury Childcare is a Department of Human Services licensed preschool/childcare program that meets at the Lord of Life Lutheran Church in Asbury. Child care is available Monday through Friday, year round except for legal holidays. Wrap-around childcare hours of operation are 6:00 AM to 6:00 PM, with all preschool classes being held from 9:00-11:30AM and 12:30-3:00 PM daily. We serve children from three to five years of age in this program; preparing them for kindergarten by providing developmentally appropriate activities that enhance language and pre-reading skills, beginning math concepts, and social/self-help skills. Tumbling, swimming, and use of the complete DCY facilities are part of our regular curriculum. The Voluntary Four Year Old Preschool Program hours are 9:00-11:30 and 12:30-3:00 on Monday, Tuesday, Wednesday and Thursday. This program provides 10 hours of free preschool through the Dubuque Community Schools. Our preschool curriculum, *The Creative Curriculum*, encourages exploration, experimentation, self-discovery, large motor development, and positive self-esteem. If you have suggestions or thoughts on ways to improve our educational program, please discuss this with your child's teacher. We want this to be the best possible introduction to school for your child! **Children must be toilet trained to participate in this program.**

#### **WHERE DO I TAKE MY CHILD?**

The Y Creative Learning Asbury Childcare Center is located inside the Lord of Life Lutheran Church in Asbury at 2899 Hales Mill Road. The phone number is 557-9290. Please call ahead for a tour if you are interested visiting this daycare site.

#### **SNACKS AND MEALS**

We follow Child & Adult Care Food Program (CACFP) food guidelines and requirements for all snacks and meals prepared and served in our childcare programs. See page 9 for details of the Child and Adult Care Food Program.

The times for snacks/meals at Y Creative Learning Center Asbury are:

Breakfast: 6:45 AM                      Lunch:            11:45 PM

AM Snack: 9:30 AM

PM Snack: 2:30 PM

### **CORRESPONDENCE**

A Monthly Calendar of events will be placed in your family file folder. The calendar will detail all planned activities for the month. Any other correspondence such as field trip permission forms, newsletters, parent notes, and billing statements will also be placed in your family folder. Please check these folders daily, some correspondence may require a timely return.

### **SUPPLIES for Y Creative Asbury**

Although the Y provides most of the supplies that your child will need, there are a few things we would like you to provide. All personal items should be labeled with your child's name so that they will not be misplaced. All other supplies will be considered as community property to be used in the classroom, by all children.

School bag (bring to school daily)

1 extra set of clothing, tennis shoes & socks

2 boxes of Kleenex                      Water color paints

1 box of markers                      1 roll scotch tape

2 rolls of paper towels              6 Glue sticks

\$10 Gift card to Discount store (Wal-Mart, Target, etc.)

### **YC Asbury/DCY Daily Schedule**

6:00 AM-Center Opens, free learning centers available

6:45-Breakfast

8:20 AM-Clean up, prepare for preschool

8:30 AM- Story time/ language arts

9 AM-Morning Preschool starts, circle time

9:30 AM- Morning snack

10:00 AM- Large motor activity

10:30 AM Interest Centers (math, science, sensory, literacy, dramatic play, art)

11:20 AM-Closing Circle

11:30-Preschool is dismissed,

11:45 Wash hands, lunch

12:15 PM -Wash up & brush teeth, prepare for quiet time

12:30 PM-Preschool session for kindergarten readiness

12:45 PM-Quiet time for child care

2:30 PM-Children start to rise from their quiet time

2:30 PM-Preschool starts, snack

3:00 PM-Kindergarten Readiness Dismissed

3:05 PM- Circle time, language arts

3:45 PM- Interest Centers (math, science, sensory, literacy, dramatic play, art)  
4:15 PM-Large motor activities  
5:15 PM Free learning activities  
6 PM-Center closes

## **DUBUQUE COMMUNITY Y SCHOOL AGE PROGRAMS**

### **SCHOOL AGE CHILD CARE (SACC)**

The Dubuque, and Western Dubuque Community School Districts and the DCY co-sponsor Before/After Childcare at nine elementary schools in Dubuque (Bryant, Carver, Eisenhower, Hoover, Irving, Kennedy, Sageville, and Table Mound), two Western Dubuque elementary schools (Epworth and Seton). Dubuque Community School Age Child Care is for children kindergarten through fifth grade; and runs from 6:30 AM until school starts, and from dismissal until 6:00 PM, Monday through Friday. Western Dubuque Community School Age Child Care is for children 4 year old Preschool through fifth grade; and runs from 6:30 AM until school starts, and from dismissal until 6:00 PM, Monday through Friday. These programs are licensed by the Department of Human Services. Dubuque Y SACC has a recreational focus at the school sites. Our goal is to compliment the school curriculum by providing planned large and small motor activities, arts/crafts, homework assistance, and choice of various learning centers. Each site is staffed by an onsite supervisor and one or more assistants, depending on the number of children enrolled. The SACC Programs held at the schools run concurrent with the school year for each school district. Children enrolled in the SACC Program may also attend at the Dubuque Community Y on scheduled and weather related No School Days (based on the Dubuque Community School calendar). Late Start and Early Out days, SACC is held at the school site. If school is cancelled after 6:30 AM, and children are in attendance at the site, parents MUST pick them up within ½ hour of the cancelled time. The children may then attend the program at the DCY if needed. SACC is not open on legal holidays.

Children attending the childcare programs at the DCY building will have lockers provided for them. The SACC /DCY site participants should put their things in a locker in the boys or girls locker room. Please provide a lock for your school age child's locker; all locks must be removed daily. The Y is not responsible for items that are not secured in a locked locker.

Children at the DCY on No School days will have access to the gym, the pool, and the game room. Meals and snacks will be served at no additional cost. Please bring the necessary clothing for your child to participate in these extra activities.

### **WHERE DO I TAKE MY CHILD?**

<b>School</b>	<b>Space</b>	<b>Y Phone #</b>	<b>Office Phone #</b>
Bryant SACC	Gym	258-2481	552-3400
Carver SACC	Gym	258-2512	552-4500
Eisenhower SACC	Small Gym	258-2580	552-3500
Epworth SACC	MPR/Gym	599-4175	876-5514
Hoover SACC	Music Rm/Gym	451-2380	552-3700
Irving SACC	MPR/Gym	258-2486	552-3800
Kennedy SACC	Gym/Library	258-2478	552-3900
Sageville SACC	Gym	258-2473	552-4300
Seton	Gym	258-0881	556-5967
Table Mound SACC	MPR/Library	258-2545	552-4400

The DCY childcare programs are held at various locations in the schools or at the DCY. The locations of the different programs are listed above, along with their phone numbers. Please understand that we plan on using these areas but on occasion we may be asked to relocate to different rooms due to special events. You will be notified of this through a posting located at the regular location of your child’s program.

When your child will be attending one of our after school childcare programs at the school, please notify your child’s teacher that they will be going to the DCY School Age Childcare Program. This is especially helpful the first few weeks of school when children may be confused about where they are to go. When your child is going to be absent, you need to notify **both** the school and the Y program.

### **SNACKS AND MEALS**

The School-age Childcare programs held at the school sites offer an afternoon snack for the children. We do not serve breakfast at the school sites but this may be available through the school meal programs; check with your local school. Please notify your child care teacher if your child needs breakfast at the school.

We follow Child & Adult Care Food Program (CACFP) food guidelines and requirements for all snacks and meals prepared and served by the Y.

### **DRESS CODE**

Keep in mind that your child is joining our program to have fun! As such they will be involved in many different activities, games, etc. Dress your child appropriate to the weather and activities; they may get dirty when they paint or play outdoors. **We ask you to always have your child wear socks and tennis shoes for safety reasons. NO** flip-flop style sandals; sandals must be secured on feet over the top and around the heel. Winter wear should include coat, hat, mittens, snow pants, and boots as we will go outside everyday that the weather is above 25 degrees.

**LABEL ALL ARTICLES OF CLOTHING.**

### **SACC Program (Non-school days) Daily Schedule**

6:30 AM-Center opens, meet in Fitness Studio #2: free learning activities  
8:00 AM-Group time, discuss daily theme  
9:00 AM-Snack  
9:30 Arts and crafts  
11 AM- Large motor activity  
11:30-12:30 Lunch  
1:00 PM-Quiet time  
2:00 PM-Snack  
2:30 PM Group activity/Swim  
4:00 PM Fitness Studio #2  
Arts/crafts or free learning activities\*  
6:00 PM-Center closes

### **Summer Cool School**

The Cool School is a full-day childcare program held at the DCY during summer vacation for school age children who have completed kindergarten through fifth grade. This fun filled program, designed specifically for the school age child offers activities such as arts/crafts projects, social games and activities, community service projects, field trips, and more. These activities are in addition to regular swimming and gym fun! Cool School is open from 6:30 AM to 6:00 PM daily from the first day of summer vacation until school starts in August, except for legal holidays. This program is licensed by the Department of Human Services. (See licensed requirements in the white section)

### **CHECKING IN AND OUT**

\*When you arrive at the Center, log into the computer system. Take your child to the staff when admitting your child for the day.

\*At the end of you child's day, log out. Only adults may use the computer terminal for logging in and out of the system.

### **SNACKS AND MEALS**

Meals are served at no additional charge when your child attends any of the full-day childcare programs at the Y. Mid-morning and afternoon snack is also provided. The approximate times for snacks/meals are:

AM Snack: 9:00 AM                      Lunch:            11:00-12:30 PM                      PM Snack:  
2:00 PM

We follow Child & Adult Care Food Program (CACFP) food guidelines.

### **DRESS CODE**

Keep in mind that your child is joining our program to have fun! As such they will be involved in many different activities, games, etc. Dress your child appropriate to the weather and activities.

Keep in mind they may get dirty when they paint or play outdoors. Those attending full day programs may want to send a change of clothing in case of accidents or spills.

**We ask you to always have your child wear socks and tennis shoes for safety reasons. NO** flip-flop style sandals; sandals must be secured on feet over the top and around the heel. **LABEL ALL ARTICLES OF CLOTHING.**

### **PERSONAL ITEMS**

All personal items that the children bring to the Y Programs should be labeled with their name. This includes book bags, coats/jackets, snow pants, boots, hats, mittens, extra clothing/shoes, swim suits, towels. **Please do not send any toys. The Dubuque Community Y is not responsible for lost or stolen items.**

### **QUIET TIME**

According to state licensing, all full-day childcare programs must have a quiet time daily.

The school age children will participate in reading, journaling , or do quiet activities daily. We have books available, but children may bring their own if they prefer.

### **SUPPLIES for COOL SCHOOL**

Although the DCY provides most of the supplies that your child will need, there are a few things we would need you to provide.

Swimsuit and towel	Tennis shoes & socks	1 School bag
Sunscreen		

### **COOL SCHOOL DAILY SCHEDULE**

6:30 AM Center opens  
6:45-7:00 AM Breakfast  
8:30 AM Group time, discuss daily theme  
9:00 AM-Snack  
10:00 Rotating Group Activities  
11:00-12:30 Lunch  
1:00 PM Quiet time  
1:30 PM Rotating group activities  
2:00 PM Snack  
2:15 PM Swimming  
4-5:00 PM Group Outdoor Activities  
5:00 PM Learning activities

6:00 PM Center closes

**Staff Directory**  
**Dubuque Community Y**  
**35 N Booth, Dubuque, IA 52001**  
**Phone: 563-556-3371 Fax: 563-556-2728**  
**Web site: [www.dubuquey.org](http://www.dubuquey.org)**

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**We build strong kids, strong families, and strong communities.**



