



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Summerville YMCA Little Learners at Oakbrook

Dear Parents,

Welcome to our Little Learners program! We are so excited to introduce you to our program, and the various opportunities we offer children for positive growth and development. Our safe, fun and educational environment will help to stimulate your child's mind and body.

We are proud to offer four classrooms in our Little Learners program: 4-5 year olds, 3 year olds, 2 year olds, and 1 year olds. Our 3-5 have a 1-12 ratio, 2 year olds have a 1 to 8 ratio and our 1 year olds have a 1 to 6 ratio.

The children participate in circle time daily, where they sing songs, hear a story, discuss the daily date and weather, colors, numbers, letters, shapes, CATCH activities (Coordinated Approach to Child Health), yoga, music, and basic Spanish.

While your child is at play, we are happy to offer our YMCA members an opportunity to exercise, take a class, or simply relax at our other 2 YMCA locations at the Ponds or Wellness Center.

As you read through this handbook, you will have a better understanding of how our program operates. Our hopes are that it will help prepare you and your child for a safe and fun preschool experience. If you have further questions or concerns, please feel free to contact us.

Sincerely,  
Your YMCA Childcare Staff



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### Attendance:

Little Learners offers a five (5), three (3), and two (2) day programs. When you register your child for the program, please mark the days of the week your child will be attending. If your child is sick or needs to be out of the program for any reason, please notify us immediately. Any unscheduled days that your child stays home (sick, appointments, etc.) **cannot** be made up in Little Learners.

Our program runs Monday through Friday, 9:00 to 1:00. A late fee will be added to your account in the amount of \$2.00/minute if you pick up after 1:00. If your child is not picked up by 15 after and you have not notified us, your emergency contacts will be called.

Tuition is calculated based on a yearly total and divided into 10 equal payments for your convenience. That means that holidays, in-service days and vacations (fall, winter and spring) do not change the monthly tuition rate. Since our program costs remain ongoing, fees are not reduced for days missed, including weather closings or absences of children due to illness or vacation

### Monthly Fees:

# Days a week	Member Rate/Non-Member Rate
5	\$325/\$425
3(1-2yr old only)	\$195/\$295
2(1-2yr old only)	\$145/\$245

**NOTE:** A 30-day written notice is required if you decide to withdraw from the program. You will need to notify the Program Director or Assistant Director no later than the 1st of the month before desired end date to withdraw. Example, if you wish to withdraw in August, we need to know by July 1st.

### Summer Camp:

Located at Grace Lutheran Church. This program is for ages 1-5. We use High Scope Curriculum which includes language literacy and communication, math, science & technology, social studies, creative arts, physical development & health and social & emotional development. Program runs from 9am-3pm Monday-Friday. Please provide a snack, lunch and refillable water bottle all labeled with your child's name. 3-5 yr. old swim weekly.

Ages	Member Rate/Non-Member Rate
1-2 year olds	\$120/\$220 a week
3-5 year olds	\$120/\$220 a week

**NOTE:** A one week written notice is required if you decide to withdraw from the program.

### Snack/Lunch:



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Every child who attends the program will need to have a healthy snack and lunch. Please do not send a snack or lunch that needs to be heated or in the freezer/refrigerator.

### **What to bring:**

Please bring diapers, wipes, extra clothing, and any other daily essentials you feel your child will need while in our care. Please dress your child accordingly to weather and activities. The children go to the playground and nature trail as much as possible. During the colder months of the year, please be sure to bring an extra warm jacket. As the children do art projects and run around constantly, we want to make sure all children have clothes that can get dirty and wear shoes that are comfortable for running and playing.

### **Facebook Page:**

Please join our Facebook page, Little Learners at Oakbrook, to see pictures of your child and to receive quick updates regarding our program.

<https://www.facebook.com/groups/1808498222720464/>

### **Curriculum:**

We use High Scope Curriculum which includes language literacy and communication, math, science & technology, social studies, creative arts, physical development & health and social & emotional development.

<https://highscope.org/>

### **Outings and Field Trips:**

Outings and field trips are a vital part of learning and social interaction. All trips are well supervised and staffed sufficiently. Your attendance on these trips is always welcomed; however, you will have to drive and meet us there. The YMCA bus is only able to transport our children. According to SC state law, car seats are not required for the bus; however, you may leave the car seat with us and we will install them on the bus. Our two white buses are equipped with seatbelts, and those are the only two buses our Little Learners would ride on.

### **Medical Concerns/Medication:**

When you sign your child up for our program, you must indicate any medical concerns, allergies, or medication that your child is on. If your child needs any medication that is to be administered by our staff, you must first complete the necessary paperwork. The medication must be in its original container with the



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name of the child, the dosage, and any other instructions for the administration of the medication.

All children who have been out with the following illnesses must present a doctor's note before readmission to the Little Learners program:

- Influenza
- Whooping cough
- Measles
- Strep throat
- Mumps
- Chicken Pox
- TB
- Ringworm
- Head lice
- Pink eye
- Stomach virus
- Coronavirus

**Please DO NOT send your child to Little Learners if:**

- Your child has an unexplained rash
- Your child complains of a headache or upset stomach
- Your child has had a fever within the last 24 hours
- Your child has been vomiting/diarrhea within the last 24 hours
- Your child is actively displaying cold or flu symptoms

**Behavior:**

All children are required to be respectful to both their teacher and the other children in our Little Learners program. Our staff is full of patience with the children, but at times all children push the boundaries we establish. Our policy is to always give a second chance. All children will receive warnings and time out when necessary. If the behavior continues, the child, teacher, and parent will meet to discuss the actions taken and future procedures. If there is a specific, efficient disciplinary action that you use at home, please let us know. Under no circumstances we will ever use physical discipline on any child. If a child's action threatens the safety of a staff member or child, the child in question will be asked to leave the facility for the day. If this action is persistent the child will be asked to leave the program indefinitely. The Director has the ability to ask a participant to leave the program, with **no refund** for that month, at any time due to behavior.

**Staff:**



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We take the responsibility of caring for your child very seriously. We are here to not only care and assist in the education of your child, but also to protect your child when needed.

All staff at the YMCA is CPR and First Aid certified, and all have a state and national background check done before employment. For safety purposes, the staff wears disposable gloves when touching blood and body fluid, cleaning rooms, and changing diapers. The children's toys are cleaned before and after program hours.

<p>Appropriate Verbal Interactions:</p> <ul style="list-style-type: none"><li>• Positive reinforcement</li><li>• Appropriate jokes</li><li>• Encouragement</li><li>• Praise</li></ul>	<p>Inappropriate Verbal Interactions:</p> <ul style="list-style-type: none"><li>• Name-calling</li><li>• Secrets</li><li>• Cursing</li><li>• Off-color or sexual jokes</li><li>• Shaming</li><li>• Belittling</li><li>• Derogatory remarks</li><li>• Discussing sexual encounters or in any way involving youths in the personal problems or issues of staff and volunteers</li><li>• Harsh language that may frighten, threaten or humiliate youths</li><li>• Derogatory remarks about the youths or his/her family</li></ul>
<p>Appropriate physical contact:</p> <ul style="list-style-type: none"><li>• Side hugs</li><li>• Shoulder-to-shoulder or "temple" hugs</li><li>• Pats on the shoulder or back</li><li>• Handshakes</li><li>• High-fives and hand slapping</li></ul>	<p>Inappropriate physical contact:</p> <ul style="list-style-type: none"><li>• Full-frontal hugs</li><li>• Kisses</li><li>• Showing affection in isolated areas</li><li>• Lap sitting</li><li>• Wrestling</li></ul>

<ul style="list-style-type: none"> <li>• Verbal praise</li> <li>• Pats on the head when culturally appropriate</li> <li>• Touching hands, shoulders, and arms</li> <li>• Arms around shoulders</li> <li>• Holding hands (with young children in escorting situations)</li> </ul>	<ul style="list-style-type: none"> <li>• Piggyback rides</li> <li>• Tickling</li> <li>• Allowing a youth to cling to an employee's or volunteer's leg</li> <li>• Any type of massage given by or to a youth</li> <li>• Any form of affection that is unwanted by the youth or the staff or volunteer</li> <li>• Compliments relating to physique or body development</li> <li>• Touching bottom, chest, or genital areas</li> </ul>
<p>Appropriate Communication:</p> <ul style="list-style-type: none"> <li>• Sending and replying to emails and text messages from youths ONLY when copying in a supervisor or the youth's parent</li> <li>• Communicating through "organization group pages" on Facebook or other approved public forums</li> <li>• "Private" profiles for staff and volunteers that youths cannot access</li> </ul>	<p>Inappropriate Communication:</p> <ul style="list-style-type: none"> <li>• Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments</li> <li>• Sexually oriented conversations</li> <li>• Private messages between staff or volunteers and youths</li> <li>• Posting pictures of organization participants on social media sites</li> <li>• Posting inappropriate comments on pictures</li> <li>• "Friending" participants on social networking sites</li> </ul>

### **Mandating Reporting Suspected Child Abuse and Neglect Under the Child Protective Services Act**

Mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of the Summerville YMCA are considered mandated reporters, under this law. The employees of the YMCA are not required to discuss their suspensions with parents prior to reporting the matter to appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be help criminally responsible if they fail to report suspected abuse or neglect. We at the YMCA take this responsibility very seriously and will make all warranted



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reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of the Summerville YMCA cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith".

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school/camp over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

Please sign below indicating you have read and understand all the rules and procedures for Little Learners.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_