



**FOR YOUTH DEVELOPMENT®**  
**FOR HEALTHY LIVING**  
**FOR SOCIAL RESPONSIBILITY**

# **PARENT HANDBOOK**

## **YOUTH DEVELOPMENT CENTERS**

## **SCHOOL AGE LEARNING CENTERS**



**Revised January 2024**

# WELCOME TO OUR YDC COMMUNITY

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Dear Parents,

We welcome you and your child to the YMCA Youth Development Centers. At all YDC locations we work with your child to make sure he or she receives the best quality learning experience possible.

As a Bright & Early North Dakota Program we:

- take extra steps in health & safety
- create an environment that inspires learning through play
- develop activities that encourage language, creativity, science and other skills
- provide nurturing relationships and positive interactions with children

Our program goes above and beyond the basic licensing standards of North Dakota and has completed an intensive observation process to earn a multi star quality rating.

We thank you for allowing us to join with you in providing the care, love, and nurturing of your child. Visit often and know firsthand that you have selected a safe, nurturing environment for your child.

Warm regards,

Youth Development Center Staff



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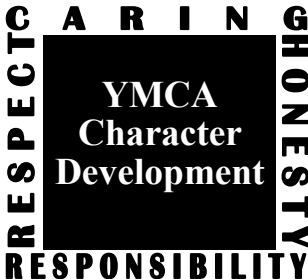
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The Missouri Valley Family YMCA Child Care does not discriminate on the basis of race, sex, color, national origin, religion, age or disability in admission or access to, or treatment in the child care program and activities.

No one will be denied access to the program because of inability to pay. Scholarships, based on financial need, are available because of donations through the YMCA Strong Kids Campaign and United Way funding. Applications for scholarship are available at the Youth Development Center Reception Desk.

The YMCA does reserve the right to terminate care in circumstances of non-payment of the tuition or in instances of inappropriate behavior on the part of a parent or child.

# ABOUT US

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## mission and objectives

**YMCA Mission:** To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

**YMCA Vision:** For Youth Development, For Healthy Living, For Social Responsibility

**YMCA Child Care Philosophy:** The Youth Development Center is dedicated to the promotion of sound physical, intellectual, social, and emotional growth of children with an emphasis on values and character development.

**YMCA Youth Development Center:** The YMCA's high quality care program offering a safe atmosphere with caring staff, teaching values of respect, honesty, responsibility and caring. The Missouri Valley Family YMCA Youth Development Center was established in 1982 to provide a safe, nurturing care environment. The program is licensed and the staff have completed training hours and CPR/First Aid certification as required by the State of North Dakota.

### YMCA Program Objectives:

Programs of the YMCA seek to help individuals...

Grow Personally

Teach Values

Appreciate Diversity

Improve Personal and Family Relationships

Become Better Leaders and Supporters

Develop Skills

## our staff

In order to protect its interests and the well being of its members, guests and employees, it is the policy of the Missouri Valley Family YMCA to conduct background checks on prospective applicants for employment. An offer of employment with the YMCA is contingent upon results of the background check. The background check may include verification of prior employment, personal/professional references, motor vehicle record, and/or criminal/sex offender record. The Human Resources Department will complete all background checks.

Additionally, Youth Development Center employees must also complete a Criminal History Record Check / Fingerprint Scan through the Criminal Background Check Unit of North Dakota prior to working in classrooms and every 5 years after that.

## hours of operation

The Youth Development Centers are open Monday through Friday, 6:30 am-6:00 pm.

## holiday closures

The Youth Development Centers are closed on the following holidays:

- New Year's Day \*
- Good Friday
- Memorial Day
- Independence Day \*
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day \*

\*If the holiday is on a Saturday, we will be closed the Friday prior to the holiday. If the holiday is on a Sunday, we will be closed the Monday following the holiday.

## severe weather

In the event of severe weather or other unforeseen circumstances, closures are announced on local radio stations and posted on our website at [www.bismarckymca.org](http://www.bismarckymca.org)

## outdoor play policy

All classrooms go outside daily (weather permitting). Your child will participate in outdoor activities unless we receive a doctor's note stating the temporary need to stay indoors. A child that is not well enough to go outside daily is not well enough to attend care and should remain home.

# ABOUT US

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## emergency protocol

### Fire/Evacuation

1. Evacuation of building may occur from fire or gas leak.
2. After problem is identified, fire alarm will sound and the Fire Dept will be summoned automatically.
3. Evacuate participants outside via nearest exit
4. If all clear is determined, staff will allow participants to re-enter the building.
5. If unable to re-enter building, staff will proceed with off-site evacuation protocol.

### Power Outage

1. Staff will keep children in rooms.
2. YDC Director will determine when/if parents need to be called to pick up children.

### Medical Emergency: Code Blue

1. Staff responding announce: CODE BLUE IN \_\_\_\_ (area).
2. If at the YMCA site, management staff or attending dept. staff notify member desk as to location.
3. Notify parents or designated emergency contacts.
4. Meet emergency personnel at the designated entrance.
5. Management staff follows through with emergency until over.

### Weather Emergency: Code Black

1. In the case of inclement weather: Tornado Warning has been issued for our area and the weather sirens are sounding: Staff move all participants into designated safe area.
2. Staff monitor weather reports via two way radios.
3. After the all clear has been established, participants may return to their activities.

### Lock Down

1. In the case of a fight or physical altercation a Lock Down Alert will be issued through the 'Page YDC' on the phone system.
2. Classroom staff will proceed with Lock Down Procedures as practiced during the monthly Lock Down drills.
3. Contact the Police if necessary to mitigate a dangerous situation.
4. Try to resolve the situation in peaceful means, but if force is necessary, be safe and have multiple staff present to assist.
5. Staff are to remain locked-down until Management or Police clear each room.

### Lost or Stolen Child: Code Adam

1. Staff responding announce: CODE ADAM \_\_\_\_ (area).
2. Alert staff as to description of child/adult over 2 way radios and also 'Page Staff' over phones.
3. Building is locked down via management- nobody in/nobody out.
4. Management staff are assigned to exits and don't allow anyone to leave or enter; If the child or child/adult is spotted then notify staff or police.
5. Management confirm situation, and notify authorities and parents.
6. After all clear, responding Management Staff fill out incident form.
7. After incident has ended, notify YDC desk and all staff posted at exits.

# IMPORTANT INFORMATION

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## arrival and departure

The smooth flow of our program depends largely on the parents properly signing the children in and out each day. Children must be walked to their classroom by a parent / guardian. Upon arrival, children will be required to wash their hands.

**Please call the YDC if your child will not be attending. We will check in if we do not hear from you by 9am.**

If special arrangements have been made for the pickup of your child, please inform us by either e-mail or phone call. All authorized adults will be required to show a picture ID.

All groups travel from 9:00 am to 5:00 pm in and around the YDC sites for activities.

- YDC - Check the white board at the bottom of the staircase behind the lobby to locate your child's group
- YDC North - Check the white board in the lobby to locate your child's group
- YDC Mandan - Check the mini white boards by your child's classroom door to locate their group.

**Infant car seats cannot be left at the center during the day.**

## clothing

We ask that children wear comfortable, washable clothing that will enable them to participate freely in the many activities provided. On occasion we do messy activities, so please take this into consideration when dressing your child for their busy day. Please mark all outer clothing with your child's first and last name and occasionally check the lost and found for misplaced sweaters, jackets, etc.

Please leave a complete set of extra clothing in your child's cubby in case of spills, toilet accidents, and wet clothes due to sledding or puddles. Y Explorer kids may also choose to do this during the summer months.

Swim suits and towels are needed for all children in the summer months.

Socks and tennis shoes are recommended to help prevent injury. Sandals can be hazardous for active play.

## aquatics policy

As part of our program the YDC provides aquatic activities that include swimming lessons, free swim time and outdoor swimming. All participants must fill out a swimming permission form before they will be allowed to participate in any Y aquatic activities. This form allows you as parents to decide what aquatic activities you would like your child to take part in and it allows our staff to provide safe and appropriate aquatic activities for all of our participants.

## pictures

Snapshot pictures may be taken throughout the year. Some of these pictures may be used in promotional materials for the YMCA or United Way. You will be asked at enrollment to sign a picture/video consent form for each child enrolled in YDC programs. **It is strictly prohibited for parents to take pictures of the children with their camera or phone.**

# IMPORTANT INFORMATION

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## personal items from home

All toys, books, games, etc., brought from home must be shared. If there are any problems, the item will be kept by teacher and returned to the child or parent at departure. **We recommend all personal belongings be labeled and keep valuable items at home. All electronic games/devices should be kept at home!**

While attending the YMCA Child Care/School Age Programs or on bus routes, personal cell phones are not allowed to be used by the students. Your child will be asked to keep their cell phone in their backpack. If the cell phone continues to be a problem, the staff will keep the phone until a parent arrives. If parents need to be contacted during program hours, a staff member will use a YMCA phone to make the call.

## lost and found

There will be one central location at each YDC site where all lost and found items will be kept. It is a parent's / children's responsibility to check lost and found for their missing items. Unclaimed items will periodically be donated to a local thrift store. The YMCA does not accept responsibility for lost and stolen items.

## birthdays

Children consider their birthday to be the most important day of the year. To avoid hurt feelings, please do not distribute birthday invitations within your child's room, unless you are inviting the entire classroom. You may leave the invitations with your child's teacher and we will distribute them to the parents.

To encourage children to make healthy choices, the YDC has implemented healthy birthday celebrations. Instead of bringing cupcakes and other sweet treats to share with the class, we are asking the children to choose a birthday celebration choice from the YDC Birthday Celebration pamphlet. Please see your child's teacher for more information.

**Due to allergies and other dietary considerations, homemade food is not allowed. All food must be store bought with nutrition label (except fruits/veggies).**

## field trips/booster seat policy

Every effort will be taken to notify you of excursions several days in advance, although on occasion we will take spontaneous neighborhood walks or visits into the community. When transportation is provided, the YDC will take every precaution to ensure the safety and well-being of its students. According to the 2017 child passenger safety law, children younger than 8 years are required to ride in a child restraint (car seat or booster). A correctly-used seat belt may be substituted for children younger than age 8 who are at least 4'9" inches tall. Children younger than 13 should ride in the back seat only. Children ages 8 through 17 must be properly secured in a seat belt or child restraint (car seat or booster seat).

At registration you will be asked to sign a field trip permission form, allowing your child to travel with the YDC.



# DISCIPLINE POLICY

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## nd department of human services discipline prohibited

The State of North Dakota Licensing Rules, provide very exact guidelines regarding what is and is not allowed regarding discipline. The Youth Development Center agrees with this rule, as copied below, not because it is law, but because it is right. It is there to protect our children.

Disregard of any of the following disciplinary rules or any disciplinary measure resulting in physical or emotional injury, neglect, or abuse to any child is grounds for license denial or revocation:

- The child care center must have a written policy regarding the discipline of children. The operator shall provide the policy to, and discuss the policy with, the staff members responsible for caring for or teaching children before the child care center begins operation or before staff members begin working with children.
- Discipline must be constructive or educational in nature and may include diversion, separation from the problem situation, talking with the child about the situation, praising appropriate behavior, or gentle physical restraint, such as holding. A child may not be subjected to physical harm, fear or humiliation.
- Authority to discipline may not be delegated to children nor may discipline be administered by children.
- Separation, when used as discipline, must be appropriate to the child's development and circumstances. The child must be in a safe, lighted, well-ventilated room within sight or hearing range of an adult staff member responsible for caring for or teaching children. A staff member may not isolate a child in a locked room or closet.
- A child may not be punished for lapses in toilet training.
- A staff member may not use verbal abuse or make derogatory remarks about a child, or a child's family, race, or religion when addressing the child or in the presence of a child.
- A staff member may not use profane, threatening, unduly loud, or abusive language in the presence of a child.
- A staff member may not force-feed a child or coerce a child to eat, unless medically prescribed and administered under medical provider's care.
- A staff member may not use deprivation of meals or snacks as a form of discipline or punishment.
- A staff member or any other adult in or at the child care center may not kick, punch, spank, shake, pinch, bite, handle roughly, strike, mechanically restrain, or physically maltreat a child.
- A staff member may not force a child to ingest substances that would cause pain or discomfort, for example, placing soap in a child's mouth to deter the child from biting other children.
- A staff member may not withhold active play from a child as a form of discipline or punishment, beyond a brief period of separation.
- To report suspected licensing violations contact the Early Childhood Section at 1-800-997-8516.
- YMCA staff are mandated reporters and are legally obligated under the North Dakota Century Code Chapter 50-25.1 to report suspected child abuse. To report suspected child abuse or neglect please call Child Protective Services at 1-833-958-3500.

# DISCIPLINE POLICY

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## ydc discipline policy

At the Y, we use Conscious Discipline as our foundation. We work to make our classrooms a safe place where all children feel welcome.

- **Challenging Behavior Notifications**—When children are not helping our safe environment and are making others feel unsafe or struggle to learn, a Challenging Behavior Notification will go home. When a note goes home, we are simply informing you of the behavior that occurred and how we handled it. We want to work together as a team to address unsafe behaviors. It is also helpful when parents re-teach and reinforce what we are teaching. Notifications are to be signed and left at the YDC as our documentation. You are entitled to a copy if you choose.
- If unsafe behaviors continue, a meeting will be set up to discuss how we can best help the child at home and at the YDC. From the meeting, a plan will be created and the teacher will follow-up frequently on progress with the parent.
- Sometimes, a large center is not the best fit for a child. If unsafe behavior continues with no progress or solution, a child may be excused from the program.
- Redirecting the child's behavior often will fix the problem. By talking with the child, explaining the rule or expectation and showing the child how to change his/her behavior, many problems can be corrected. With very young children, sometimes distracting the child or providing them with an alternative toy or activity can be all it takes to turn tears and tantrums into smiles and giggles.
- A child causing disruptive behavior may be removed from a situation in order to discontinue the negative behavior by being guided to the "calm down center". The caregiver will respond immediately with a brief explanation. If the child's behavior is out of control to the extent he/she cannot stand or sit independently, the caregiver will assist the child in calming down. The caregiver may need to stand or sit with the child in a quiet spot, and possibly hold the child's hand or place their hand on the child's shoulders or back to assist the child in calming down. Breathing and relaxation techniques will also be encouraged.
- In order to use a consequence as a learning experience for the child, the caregiver will remove a privilege that is a logical response to an inappropriate or un-allowed behavior. For example, if the child continues to jump off the swing set in an unsafe manner after being reminded of the safety rules, the caregiver may take away the privilege of swinging for a period of time.

## challenging behavior plan

- Identification of challenging behavior
  - When a challenging behavior is more than an isolated incident the classroom teacher will schedule a meeting with the Site Director to discuss challenges.
  - After the initial meeting the Site Director will observe the classroom to ensure the environment is not a contributing factor to the challenging behavior. The areas that will be examined will include (but are limited to):
    - Daily Schedule
    - Transition Routines and Expectations
    - Environment
      - Set up of Centers
      - Flow of Classroom
      - Organization of Classroom
    - Classroom Management
    - Staff/Child Interactions
    - Developmentally Appropriate Practices and Expectations
- Observation Findings
  - A meeting will be scheduled between the Site Director and Teacher to go over the findings of the classroom observation.
  - If it is determined by the Site Director that the classroom environment is a contributing factor to the challenging behavior a plan will be devised by the Site Director to support the Teacher and Aides to make improvements to the environment.
    - The Teacher will be responsible for implementing the classroom support plan.
    - The Teacher Aides will be responsible for aiding the implementation of the classroom support plan.
    - The Site Director will schedule regular observations to monitor the progress of the support plan.
    - A specified time frame will be set forth to ensure progress is made in a timely manner.
    - Failure on the part of the Teacher or Teacher Aides to make meaningful progress in the specified time frame will result in placement on a Performance Improvement Plan and/or termination of employment.
  - If it is determined by the Site Director that the classroom environment is not a contributing factor to the challenging behavior the following actions will take place:
    - The Teacher will share concerns with parents.
    - Advice and input will be solicited from the parents.
    - Parent will be informed by the Teacher that a formal observation by the Site Director took place to determine the nature of the challenging behavior. It was determined that the classroom environment was not a contributing factor to the challenging behavior.

# DISCIPLINE POLICY

## challenging behavior plan (cont.)

- Parent will be informed by the Teacher that a second observation by the Site Director will take place to gain further insight as to the cause of the challenging behavior.
- Parent will be informed by the Teacher that a written observation log will be kept by the Teacher and Teacher Aide.
- The written observation log will also serve as a communication log for parents; parents are free to read the observation log at any time.
- Parents will be asked to complete a week long home observation to help identify commonalities between home and school.
- Teacher, Site Director and Parent Observation
  - The Site Director will conduct a second formal observation.
  - The Teacher and Teacher Aide will keep a written observation log (generally 1 week). The observation log will include a formal observation form designed to help identify possible triggers to the challenging behavior.
  - The Parent will complete a week long home observation.
- Meeting with Parents
  - The Site Director, Teacher and Parents will meet to discuss the observation and written observation log.
  - Information will be shared with parents.
  - Parents will be asked for their perspective and advice.
- Behavior Plan
  - The Site Director and Teacher will write a behavior plan based on the formal observation, the written observation log, and input from parents.
  - The behavior plan will be implemented for a period of four weeks.
- Follow-Up Parent Meeting
  - A meeting will be scheduled with parents after the implementation of the behavior plan.
  - The effectiveness of the behavior plan will be shared with parents.
  - Recommendations from the Site Director and Teacher will be shared with parents.
    - Recommendations may include observation from an outside agency such as Child Care Aware, Red Door, Pediatric Therapy Partners or BECEP.
    - Failure on the part of parents to follow through with the recommendations may result in termination of the child care agreement.
- Improvement of Challenging Behavior
  - Aggressive behaviors that are hurtful to children or staff (children age 3-5)
    - All aggressive behaviors will be documented through a formal write up.
    - Any aggressive behavior that is not remedied by the Challenging Behavior Plan within 4 weeks will result in immediate termination of the child care agreement.

## challenging behavior plan (cont.)

- Unacceptable Behaviors (Children 3-5)
  - Behaviors such as inappropriate language, disrupting classroom activities, misusing YMCA or other's property, running away or unsafe behavior in the pool, will be documented through a formal write up.
  - Any unacceptable behavior that is not remedied by the Challenging Behavior Plan within 4 weeks will result in immediate termination of the child care agreement.
- In the event that it is evident that the needs of the child displaying aggressive and/or unacceptable behaviors cannot be met in a group setting termination of the child care agreement may occur before the end of the implementation of the 4 week behavior plan.

## replacing damaged property

If challenging behavior results in the destruction of YDC property and/or toys, the family may be held liable for the cost to replace or repair the damage.

## biting

Biting is a typical behavior often seen in infants, toddlers, and 2-year olds. As children mature, gain self-control, and develop problem-solving skills, they usually outgrow this behavior. While not uncommon, biting can be an upsetting and potentially harmful behavior. It's best to discourage it from the very first episode.

An infant, toddler or 2 year old child might bite to:

- Relieve pain from teething
- Explore cause and effect ("What happens when I bite?")
- Experience the sensation of biting
- Satisfy a need for oral-motor stimulation.
- Act in self-defense
- Communicate needs and desires, such as hunger or fatigue
- Communicate or express difficult feelings, such as frustration, anger, confusion, or fear ("There are too many people here and I feel cramped")

Biting behavior in 3-5 year olds is less common as many children at the preschool age have the communication skills necessary to relate their needs without biting. If biting occurs in the preschool classrooms the YDC staff will work with the Site Director and parents to correct the behavior following the Challenging Behavior Plan.

# PARENT INVOLVEMENT

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## assessments and conferences

### Assessments

- Child Care / Part Time Early Learning Academy (ELA)
  - In order to create an informal class setting that is challenging, stimulating and meets the needs of our students, it is important that we have an accurate understanding of the developmental needs of each of our children.
  - We keep records and conduct an assessment on each of our children once in September and again in January.
  - We value the opportunity to assess, plan and work together with you to provide the very best child care learning program for your child.

### Conferences

- Toddlers/Preschool/Kindergarten Readiness/Part Time ELA
  - The child benefits when there is close communication between home and Child Care. We believe it is imperative to keep you informed about your child's progress and will schedule a conference with you each year. During conferences, your child's developmental milestones will be discussed.

**0-1yr. old:** Conferences by request only

**1-2 yr. old:** Conferences scheduled in April

**3-4 yr. old:** Conferences scheduled in May

**4-5 yr. old:** Conferences scheduled in January

## classroom participation

Parents are always welcome to participate in their child's care. Please feel free to volunteer to read a story, share your job in an off-site field trip, share a special talent, skill or craft activity.

Our classrooms utilize the Classdojo App to communicate daily information such as meal times, diaper changes and nap schedules. Regular program updates can also be found on Classdojo.

## bulletin boards

Each classroom has an individual bulletin board for classroom information. Please check these boards frequently for notes on class field trips, schedule changes, important reminders, etc.

## addressing concerns

As a child care center, we are a community of children, parents, and staff, all interacting and sharing our lives together. In a community, people work closely together and hopefully interactions are positive, helpful, kind, and understanding. Yet it is to be expected that from time to time people will experience some conflict, some concerns, and some difficulties.

We recognize that parenting is one of the most difficult and intense activities any adult can undertake. We want you, as parents, to share your thoughts, hopes, and dreams for your children. We know that you want what is best for your child and that your job is to advocate for and protect your child.

We strive to consistently provide high quality programming. In order to meet our goal, we need your input, suggestions, questions, and concerns.

When you have a concern, please remember...

- Teachers really want to please parents. They really want to make you happy and have you be very satisfied with the care your child is receiving.
- Talk to teachers directly whenever possible. If you feel comfortable, ask your child's teacher first about any concern. Teachers prefer that you talk with them directly, but they do understand if you would prefer to talk with the director.
- Realize that if you have a concern about a teacher, the director will need to investigate and talk to the teacher directly about your concern. The director will deal in a straightforward manner with the teacher so he/she can improve their performance and correct any mistakes.
- Consider using the once is ok rule. With minor issues, allow staff to make a mistake once or twice. But when it becomes a pattern, it is definitely time to bring it to their attention.
- On the other hand, don't allow concerns to build up. As concerns occur, share them with the staff. It is always disturbing to the director to find out later that parents had a number of concerns and never expressed them.
- Expect follow-up from the director or teacher to make sure your concern has been addressed.
- Sometimes we cannot make a change you request due to other restrictions, but we ALWAYS want to hear your suggestions. We promise to consider them seriously and respond to you in a timely manner.
- To report suspected licensing violations contact the Early Childhood Section at 1-800-997-8516.

# ANTI-BULLYING POLICY

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## YDC anti-bullying policy and consequences

In our effort to promote a safe and healthy learning environment and to provide nurturing relationships and positive interactions here at our center we recognize that bullying is a toxic form of abuse among peers. Staff and students alike who are bullied and those who bully others are at significant risk of experiencing a range of health, safety, and educational risks. Bullying can be physical (hitting, pushing, shoving), verbal (being teased, threatened, coerced, made fun of, called derogatory names) or relational (spreading rumors, being left out or ostracized).

### I. Prohibition of Bullying:

- It is the policy of the MVF YMCA YDC to prohibit bullying, harassment, or intimidation of any person on YDC property or at YDC-sponsored functions.  
\*Age appropriate conflict is conflict that only affects the aggressor and the victim for a short period of time. Toddlers and preschool age children will naturally exhibit socially imperfect behavior including hitting, biting and other physical contact in order to test boundaries and learn socially acceptable behavior.

### II. Consequences:

- Consequences and remedial actions for persons committing acts of bullying, harassment, or intimidation and for persons engaged in reprisal or retaliation and for persons found to have made false accusations will be consistently and fairly applied after appropriate investigation has determined that such an offense has occurred.
  - Loss of a privilege
  - Verbal reprimand
  - Parental notification
  - Parent/Student/Director and/or Teacher Conference
  - Education about the effects of bullying, harassment, or intimidation
  - Suspension or Expulsion



## tuition

**Auto Payment:** All families are required to pay their monthly tuition via the auto pay authorization form. Updates to payment methods must be done via the auto pay form and cannot be processed on the Y website.

It is the parent/guardian's responsibility to check their Bank / Credit Card account to ensure the payment was processed and if not, to make alternate arrangements.

If full payment is not received by the end of the business day 25th of the month, the YDC reserves the right to terminate child care services.

Tuition is charged on a monthly basis and therefore no credits are made on a daily basis for days the YDC is closed due to holidays, weather, or other unforeseen circumstances.

**Programs with Online Registration:** Programs with online registration will have a preset auto draft date that will be noted during the online registration process.

**Child Care / Preschool / Kindergarten Readiness:** The monthly tuition will be automatically deducted from your designated bank/credit card account on the date you designate based on the following schedule choices:

- 1 draft per month (family may choose a date from the 1<sup>st</sup> through the 25<sup>th</sup>)
- 2 equal drafts per month (family may choose two dates from the 1<sup>st</sup> through the 25<sup>th</sup>)

**First Auto Draft:** Your first auto draft will occur in the month your child begins care even if your child's start date is after the two monthly tuition draw dates.

**Child Care:** A Security Deposit of \$500 for the first child and \$250 for each additional child is due upon registration. This amount will be credited to the final bill issued upon the child's departure from the YMCA Youth Development Center upon receipt of a written thirty day withdrawal notice.

## returned payment fee

A \$25 return fee will be assessed to accounts for any returned payment.

Full payment must be received by the 25th of the month in order to retain services. For payments returned after the 25th of the month, the full amount must be remitted by the deadline set by YDC Management in order to retain services.

# FINANCIAL POLICIES

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## discounts

The youngest full-time child is billed at the full tuition fee. The subsequent full-time children will receive a discount. Multiple children discounts are not available for part-time positions. Before/After grade school care is considered a part-time position.

## withdrawal policy

**A 30 day written notice is required to withdraw from YDC programming.** Upon receipt of the written notice, billing will be discontinued after 30 days. Full payment for the 30 day period is required and is the financial responsibility of the family.

If you would like to return to the program at a later date, your child will be accepted on a space available basis; no spot will be held for your child. If you would like to maintain your spot and return at a later date, full monthly tuition is required.

Care at the Youth Development Centers is "at will" and either party may select to end care at any time.

## late pick up fees

Child Care and School Age After School Program

- The YDC closes at 6:00 pm.  
Late fee: \$1/minute after 6:00

Part Time Early Learning Academy

- Morning classes end at 11:30  
Late fee: \$1/minute after 11:35
- Afternoon and Full Day classes end at 3:15  
Late fee: \$1/minute after 3:20
- Afternoon Extended Care Sessions end 5:15  
Late fee: \$1/minute after 5:20

## part time status—ymca ydc only

If your child is registered for part time care, they may attend on their designated days/hours only. Please keep in mind that due to holidays, severe weather and other unforeseen circumstances, the YDC may be closed during your child's regular schedule. Makeup days are not offered if your child is sick, on vacation, or if the YDC is closed.

If you would like to change your child's schedule, please contact the YDC Site Director to discuss options.

## annual support campaign

Each year the YMCA Annual Support Campaign is conducted. This fund-raising campaign provides scholarship support for YMCA programs, including Child Care, as well as for YMCA Memberships and Youth Recreation Passes. Your support in this fund-raising effort is greatly appreciated.

We rely on your active support for our fund raising activities during the course of the year to enhance our program. All contributions, either as cash donations or in the way of materials and equipment, are tax-deductible.

## scholarships

We at the Missouri Valley Family YMCA feel privileged that we have been able to provide financial assistance to families through the scholarship program. The scholarship program is structured to ensure that the YMCA is able to serve as many families as possible with the donated dollars that we receive through United Way and the Annual Support Campaign.

- Contact your Site/Program Director for a scholarship application.
- The application must be filled out in its entirety and submitted with all the necessary paper work. Submitted applications will then be reviewed and a letter will be sent to you informing your family if you qualify for a YDC scholarship.
- If awarded a scholarship, the award letter will include the expiration date of your scholarship. It is your responsibility to apply for a renewal before the expiration date.
- The amount of assistance is based on your gross annual income and the number of dependents per household.
- The Missouri Valley Family YMCA scholarship program will be re-evaluated on an annual basis to insure that it is being administered effectively to meet the financial needs of all YMCA members and participants.

## child care assistance

For families that receive Child Care Assistance through the ND Department of Health and Human Services, we will submit an attendance form and report tuition charges to the state through an online provider portal.

- It is the responsibility of families to apply for child care assistance with the state.
- Families receiving child care assistance must let their Site/Program Director know so that a monthly attendance and tuition report is filed for the appropriate month.
- Any portion of tuition that is not covered by child care assistance is the responsibility of the family. The total amount due will be calculated after child care assistance is applied.
- Families receiving child care assistance may also qualify for a scholarship.

# CURRICULUM

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## overview

The curriculum is based on our knowledge that children learn best through the firsthand sensory experiences of feeling, listening, smelling, tasting and observing. Children need to handle, manipulate, experiment and explore, but they also need and expect certain guidelines, rules and routine in order to feel safe and secure. It is our task as educators/caregivers then to provide materials and experiences as well as the protective controls that each child needs for optimal learning. The activities at the YDC are carefully planned to:

- Facilitate cognitive growth and the development of problem solving skills through manipulative games, puzzles and fine motor learning activities that help the child think about and understand the world around them.
- Foster social-emotional learning (SEL) by developing, self-awareness, self-control, and interpersonal skills that are vital for school, work, and life success. The Youth Development Center emphasizes SEL learning by focusing on values and character development.
- Encourage the development of gross motor skills through a wide range of challenging play equipment outdoors and indoors.
- Instill a love of literacy and language skills by providing a relaxed supportive atmosphere that encourages verbal expression through on-site story times, off-site library visits and summer school age reading programs.
- Build an understanding of other cultures through sharing literature of other heritages, learning songs, and celebrating holidays of different cultures and ethnic groups.

## preschool curriculum

Teachers at the YDC write developmentally appropriate curriculum based on the North Dakota Early Learning Standards. The YDC also uses High Scope and Get Set for School curriculums in all 3-5 year old classrooms.

Within your child's day they will have time to "work" in the classroom centers which include hands on activities in math, science, literacy, and creative play. The staff will provide experiences within centers for children to learn the basics they will take on to kindergarten.

The High Scope Curriculum and Get Set for School Curriculum include the following activities throughout your child's day.

- **Plan-Do-Review time:** this process teaches the children to be intentional in their center time play.
- **Large Group Activities:** this includes literacy activities, math activities, story time, music, STEM and physical activity.
- **Small Group Activities:** such as art, Handwriting Without Tears, social/emotional skill practice, letter, number, and shape recognition.

## Infant rooms

### Age

Birth-18 months

### Ratio for Infants

1:4 (1 staff to 4 children)

### About the Infant Rooms

We will meet and exceed their daily needs. We will expose them to fine motor skills (grasping objects, exploring with their fingers) and gross motor skills (rolling over, crawling). We will also expose your children to new and different textures.

**Infant car seats cannot be left at the center during the day.**

### Back to sleep policy for infants

All infants under 12 months of age shall be placed on their backs on a firm tight fitting mattress for sleep in a crib unless a child has a signed note from a physician or parent specifying otherwise.

### What your child will need

- Diapers & Wipes
- Blanket
- Bottles/Sippy Cups
- Bug spray/Sunscreen (summer months)
- Extra clothes
- Pacifier (if needed)

### What the YMCA provides

- Gerber Good Start Gentle Formula (up to 12 months)
- Jarred pureed fruits and vegetables (up to 12 months)
- Iron Fortified Infant Cereal, Rice & Oatmeal (up to 12 months)
- Solid foods from the Food Program (after 1st birthday)
- Whole milk after 12 months of age

### Breast Milk Storage and Handling Procedures

Breast milk can be brought in for daily use only. All breast milk must come in a bottle, not storage bags. It is always a good idea to bring more than what you think your infant will use in a day, just in case of an emergency. Your breast fed infant will be assigned a color and staff will be using that color to code your bottles with a flexi band. All bottles need to be the 8oz size so the bands fit over the bottle. If you currently use your own bands with your infant's name on it, and would like to continue using them, we are asking that the bands be the same color that we have assigned to your child.

YDC staff will not empty or sanitize bottles used for breast milk. All breast milk bottles need to be taken home at the end of every day and be emptied and sanitized at home.

**To help us get to know your child, you will be asked to complete an "All About Me Enrollment Questionnaire" prior to your child's first day of care.**

# CURRICULUM

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## 1-2 year old rooms

**Ratio for 12-18 months**  
1:4 (1 staff to 4 children)

**Ratio for 18-24 months**  
1:5 (1 staff to 5 children)

### **About the 1-2 Year Old Rooms**

We will be working on using plates, silverware and cups for meal times. We will also start with gross motor skills (jumping and running) and fine motor skills (coloring and painting). We will work on introducing colors, shapes, animals and many different things that we are exposed to in our daily lives.

### **Pacifiers**

We understand the use of pacifiers is necessary at times, however when your child reaches twelve to eighteen months of age we will work with you to try to wean your child off of the pacifier. This is only possible with your help. When your child reaches two years of age the use of a pacifier will not be used unless absolutely insisted by the parent.

### **Nap Time**

Please check with classroom for specific nap times.

### **What your child will need**

- Diapers
- Wipes
- Diaper Rash Ointment (if necessary)
- Sippy Cup (with removable stopper)
- Extra clothes
- Blanket
- Water bottle
- Bug spray (summer months)
- Sunscreen (summer months)
- Pain reliever (when needed for teething, fevers, etc.)

### **What the YMCA provides**

- Whole milk
- Solid foods from the Food Program

**To help us get to know your child, you will be asked to complete an "All About Me Enrollment Questionnaire" prior to your child's first day of care.**

## 2–3 year old rooms

### Ratio for the 2's

1:5 (1 staff to 5 children)

### Ratio for the 3's

1:7 (1 staff to 7 children)

### About the Toddler Rooms

The toddlers will be working on cooperative play in the room. We also work on interpersonal skills with the children. We will incorporate fine motor skills within our classroom curriculum. We have gym time offered to us on a daily basis. We will expand on our gross motor skills such as jumping, skip-ping, hopping and many more.

### Potty Training

Toilet Training needs to be a cooperative effort between home and child care. When a child shows interest or readiness, the teacher or caregiver will work with the parents to establish a routine. At child care, children are taken to the bathroom before/after scheduled events; meals, gym or outside, nap and any other time the child indicates the need to use the toilet. Proper health procedures are encouraged such as wipe, flush and wash. Parents are informed of the day's attempts on each child's daily sheets. Teachers and caregivers welcome your comments and questions, and may ask many themselves as they work with you to help your child transition out of diapers.

### Nap Time

Please check with classroom for specific nap times.

### What your child will need

- Pull-Ups/Diapers
- Wipes
- Diaper Rash Ointment (if necessary)
- Extra clothes (Don't forget the big kid undies!)
- Blanket and small pillow
- Water bottle
- Bug spray (summer months)
- Sunscreen (summer months)

To help us get to know your child, you will be asked to complete an "All About Me Enrollment Questionnaire" prior to your child's first day of care.

# CURRICULUM

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## 3–4 year old preschool rooms

### Ratio for the 3's

1:7 (1 staff to 7 children)

### Ratio for the 4's

1:10 (1 staff to 10 children)

### About the Preschool Rooms

The Preschool program utilizes developmentally appropriate curricula to help children develop socially, emotionally, physically and intellectually. The program incorporates the High Scope and Get Set for School Curriculums, gym time, center play and free choice play. Children will begin to practice pre-writing and reading skills, such as alphabet recognition, name recognition and practice writing their names.

### Other Skills Children will Begin to Practice

- Science and Math Exploration
- Cutting and Gluing
- Numbers and Counting

### Swimming Skills

During the school year, children receive one half-hour swimming session each week to enjoy water exploration and develop their swimming safety skills under the supervision of YMCA lifeguards.

Children who are not fully potty trained are required to wear a swim diaper under their suit or trunks.

### Nap Time

Please check with classroom for specific nap times.

### What your child will need

- Extra clothes
- Blanket and small pillow
- Water bottle
- Bug spray (summer months)
- Sunscreen (summer months)
- Swimming suit/trunks and towel

To help us get to know your child, you will be asked to complete an "All About Me Enrollment Questionnaire" prior to your child's first day of care.



## 4–5 year old kindergarten readiness rooms

### Ratio for the 4's

1:10 (1 staff to 10 children)

### Ratio for the 5's

1:12 (1 staff to 12 children)

### About the Kindergarten Readiness Rooms

The Kindergarten Readiness program utilizes developmentally appropriate curricula to help children develop socially, emotionally, physically and intellectually. The program includes the High Scope and Get Set for School Curriculums, gym time and swimming skills classes. Our curriculum develops pre-writing and reading skills, such as alphabet recognition, name recognition and practice writing their names.

### Other Skills

- Science and Math Exploration
- Cutting & Gluing
- Numbers and Counting

### Swimming Skills

During the school year, children receive one half-hour swimming session each week to enjoy water exploration and develop their swimming safety skills under the supervision of YMCA lifeguards.

Children who are not fully potty trained are required to wear a swim diaper under their suit or trunks.

### Naps / Rest Time

Please check with classroom for specific nap times.

### What your child will need

- Extra clothes
- Blanket and small pillow
- Water bottle
- Bug spray (summer months)
- Sunscreen (summer months)
- Swimming suit/trunks and towel

To help us get to know your child, you will be asked to complete an "All About Me Enrollment Questionnaire" prior to your child's first day of care.

# CURRICULUM

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## part time early learning academy

### Age

3-5 years

Classes meet September–May and follow public school district calendar of school closures for holidays and other events.

### Extended Care

Extended care is offered on a first come first serve basis and is only available on the days your child is attending Kinder Camp Preschool. Pre-registration is required and the monthly fee will be added to your monthly billing.

### About the Part Time Early Learning Preschool Rooms

The Early Learning Academy program utilizes developmentally appropriate curricula to help children develop socially, emotionally, physically and intellectually. The program includes the High Scope and Get Set for School Curriculums, gym time and swimming skills classes. Our curriculum develops pre-writing and reading skills, such as alphabet recognition, name recognition and practice writing their names.

### Swimming Skills

Children receive one half-hour swimming session each week to enjoy water exploration and develop their swimming safety skills under the supervision of YMCA lifeguards.

Children who are not fully potty trained are required to wear a swim diaper under their suit or trunks.



## school age

### Before & After School Care

The Youth Development Center offers school age programming for students in K-5 grade before and after school, following the Bismarck Public Schools calendar. Students are involved in a variety of activities to enhance academic, physical and social development. Childcare assistance is accepted and scholarships are available.

- Programming is available from 6:30-8:00 am and 3:00-6:00 pm
- Breakfast and afternoon snacks are provided
- Transportation to/from area schools may be available
  - Upon registration, all parents must sign a Transportation Contract.
  - **When your child is not riding the Y Bus** you must call 255-6122 by 2:00pm.
  - If a child does not show up to the Y Bus we will contact the parents and emergency numbers on the students information sheet. We will also contact the school office to find out if the child was in school.

### Adventure Camp

On days that school is not in session, you may register your child for Adventure Camp. **Registration is only available online at [bismarckymca.org](http://bismarckymca.org) and click on the "Register" tab.** The daily fee is due at registration and is not covered in your monthly Before/After School Care fee. Breakfast, lunch and afternoon snack is provided.

### Y Explorers — Summer programming for students entering grades 1-4

Taking a break from school does not mean kids development is on vacation. Y Explorers offers participants fun and educational experiences through weekly themes and daily activities that focus on achievement, relationships and belonging.

### Day Camp / Camp Nakota — Summer programming for students entering grades 1-7

These week-long camps leave the YMCA grounds and are based at local parks. Achievement, Relationships and Belonging is what Camp Nakota is all about! The fun weekly themes will provide youth with camp experiences, activities to promote skill development and a safe place to build healthy relationships.

### Student Cell Phones / Smart Watches

While attending the YMCA Child Care programming, personal cell phones and other communication devices **are not allowed**. If parents need to be contacted during program hours, a staff member will use a YMCA phone to make the call.

### Swimming Lessons

Swimming lessons are not included as part of the School Age Programming. Children who attend programming at the YDC location (at the Y) may choose to sign their children up for afternoon public swimming lessons at a separate fee. **Prior to signing up for lessons, please see your child's staff for Swim Lesson Form and more information about available swim times.**

# HEALTH

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## bug spray / sunscreen

The YMCA does not provide sunscreen, so please make sure your child has a labeled bottle of sunscreen and bug spray in their room. A consent form must be on file for all children. All children will participate in outdoor activities. Exclusion from these activities is only allowed for medical reasons, in which case a note from a doctor is required.

## emergencies

Scratches and scrapes which are inevitable when children play, will be treated with water and a bandage. In the case of an accidental injury of a more serious nature, we will make an immediate attempt to contact you, call your child's physician and summon an ambulance if necessary. It is very important, therefore, that we have current emergency information on file in the office at all times. All medical information forms, including immunization forms, must be completed and submitted to the office on or before the first day of attendance.

It is the responsibility of every individual or their parent or guardian to provide their own accident and health coverage while participating in YMCA or Family Wellness activities and programs. Neither accident nor health coverage is provided for participants by the YMCA or Family Wellness.

## medications

**PRESCRIPTION MEDICATIONS:** The YDC will not administer prescription medications to children throughout the day. Please visit with Site Directors if you feel there is a special circumstance. The Site Director may ask the parent to come in and give medication if it is needed during the day. As always any prescription medications that are brought into a site must be in the original container with the original pharmacy label.

**NON-PRESCRIPTION MEDICATIONS:** **The YDC will not administer non-prescription medications, over the counter (OTC) medications, to children of any age without a doctor's note.** This includes ALL non prescription medications. Please remember all OTC medications should be kept in the original manufacturer's container. The medication should be labeled with the child's name by the parent. A non-prescription medication form must be filled out, you may bring us a doctor's note or take the non-prescription medication form to your doctor and they can sign the form.

All medications must be given to your child's teacher; medications may NOT be left in diaper bags or children's backpacks.

## health care plan

A written health care plan is required by licensing for those children with a diagnosed special need. These plans give care providers the vital information they need to manage the child's condition on a daily basis, what to do in an emergency and how to help the child participate as fully as possible in the child care program. Please see your Site/Program Director if a health care plan needs to be completed.

## immunization requirements

The North Dakota Department of Human Services requires that all children attending a child care facility maintain an up to date immunization record in their child care file. As your child receives new immunizations, please leave an extra copy at the Reception Desk.

All children need to be up-to-date according to the child care immunization requirements or have claimed an exemption within 30 days of enrollment or be excluded from child care.

## leaving care due to illness

In the event a child becomes ill during the day and needs to be excluded from care, the YDC expects the child to be picked up no later than 30 minutes after staff have called the parents to alert them of the illness.

## illnesses and exclusions



### Exclusion Guidelines for Child Care

*Prepared by the Health Consultant Team at Child Care Aware® of North Dakota*

The parent or legal guardian should be notified immediately when a child has any sign or symptom that requires exclusion from the child care setting. The child care provider should ask the parents to consult with the child's health care provider. The child care provider should ask the parents to inform them of the advice received from the health care provider. **The child care provider/program can override a health care provider's advice.** If you have any questions regarding advice received, please contact your Child Care Health Consultant.

**A child care setting should temporarily exclude a child or send the child home as soon as possible if one or more of the following conditions exist:**

- > The illness prevents the child from participating comfortably in activities as determined by the child care provider
- > The illness results in a greater need for care than the child care staff can provide; therefore, compromising the health and the safety of the other children as determined by the child care provider
- > The child has any of the following conditions:
  - Fever with behavior changes or other symptoms : Until fever free for 24 hours without taking fever reducing medication
    - Fever is defined as having a temperature of 101°F or higher taken by any method
    - Rectal temperatures are NOT recommended in child care settings
    - Oral temperatures should not be taken on children under 4 years old
    - Tympanic (ear) thermometers should not be used with children less than four months.
    - Infants younger than 2 months old with a fever above 100.4°F taken by any method requires exclusion and immediate medical attention
  - Symptoms and signs of possible severe illness such as lethargy, uncontrolled coughing, irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.
  - Diarrhea
    - Stool is not contained in the diaper
    - Is causing "accidents" for toilet trained children
    - Stool frequency exceeds 2 or more stools above normal for the child
    - Children are allowed to return to child care once the diarrhea resolves with the exception of the following:
      - Salmonella, until 3 negative stool cultures
      - Shigella, until 2 negative stool cultures
      - E. Coli, until 2 negative stool cultures
  - Blood in stools, not explained by dietary change, medication, or hard stools
  - Vomiting illness
    - Two or more episodes in the previous 24 hours, unless caused by non-infectious condition (ex. reflux) and child remains hydrated
    - One episode if other symptoms are present or if child has recent history of a head injury
  - Abdominal pain
    - Persistent pain that continues more than 2 hours
    - Intermittent pain associated with fever or other signs or symptoms
  - Mouth sores with drooling (except for canker sores, thrush)
    - Unless a health care provider or health department official determines that the child is noninfectious
  - Hand, foot and mouth disease
    - Until lesions crust over

## illnesses and exclusions

Exclusion Guidelines for Child Care- page 2 of 2

- Rash with fever or behavior change
  - Until a health care provider determines that these symptoms do not indicate an infectious disease
- Ringworm
  - From the end of the day until treatment is started
- Head lice
  - From the end of the day until after child is treated
- Scabies
  - From the end of the day until after child is treated
  - Until nit-free (must provide a doctor's note stating child is clear of nits)
- Active tuberculosis
  - Until a health care provider or health official gives written permission stating that the child is on appropriate therapy and can attend child care
- Impetigo
  - From the end of the day until treatment is started, as long as the lesions can be covered
- Strep throat
  - Until child has been treated for 24 hours
- Chickenpox
  - Until all sores have dried and crusted (usually 6 days after onset of rash and no new lesions have appeared for at least 24 hours)
- Pertussis (whooping cough)
  - Until 5 days of antibiotic treatment
- Mumps
  - Until 5 days after the onset of parotid gland swelling
- Hepatitis A virus
  - Until 1 week after onset of illness, jaundice, if the child's symptoms are mild, or as directed by the health department  
*NOTE: Protection of others in the group should be checked to be sure everyone who was exposed has received the vaccine or receives vaccine immediately.*
- Measles
  - Until 4 days after onset of rash
- Rubella
  - Until 7 days after onset of rash.
- Methicillin-resistant Staphylococcus aureus (MRSA)
  - If lesions cannot be covered
  - If child is running a fever
  - If child cannot participate in activities
- Influenza
  - Until fever free for 24 hours without taking fever reducing medication
- Any illness determined by the local health department to be contributing to the transmission of illness during an outbreak
  
- Conjunctivitis (Pink Eye) with white or yellow discharge. May return to care 24 hours after treatment has started and no discharge is present (YMCA YDC requirement)

**References:**

CFOC, 3rd Edition, 2011

Managing Infectious Diseases in Child Care and in Schools, 4th Edition AAP, 2017

FOPH, May 2016

North Dakota Department of Health

Revised 7/17

## COVID-19 exclusions

The YDC follows the COVID-19 guidance set forth by the Center for Disease Control for operating early care and education/child care programs. The guidance for staying home when sick is as follows.

Children and staff who have symptoms of infectious illness, such as influenza (flu) or COVID-19 should stay home and be referred to their healthcare provider for testing and care. Staying home when sick with COVID-19 is essential to keep COVID-19 infections out of programs and prevent spread to others. It is also essential for people who are not fully vaccinated to quarantine after a recent exposure to someone with COVID-19.

The overlap between COVID-19 symptoms with other common illnesses means that some people with symptoms of COVID-19 could be ill with something else. This is even more likely in young children, who typically have multiple viral illnesses each year. Although COVID-19, colds, and flu illnesses have similar symptoms, they are different diseases. Children who have symptoms of infectious illness or certain symptoms of COVID-19 should not attend early childhood education programs.

Parents should pay particular attention to

- Fever (temperature of 100.4 or higher)
- Sore throat
- New uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting or stomachache
- New onset of severe headache, especially with a fever

People who have a fever of 100.4 or above or other signs of illness will not be admitted to the facility.

The length of time a child should stay out of child care depends on whether the child has COVID-19 or another illness. In most instances, those who have COVID-19 can be around others after

- 5 days since symptoms first appeared AND
- 24 hours with no fever without the use of fever reducing medications AND
- Other symptoms of COVID-19 are improving.

Whether and for how long a person exposed to COVID-19 should stay home depends on vaccination status.

- Unvaccinated individuals who had close contact with a suspected or confirmed case of COVID-19 should quarantine for 5 days after their last exposure.
- People who are fully vaccinated and do not have symptoms do not need to quarantine or get tested.

# HEALTH

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## COVID-19 signs to observe

### Signs to observe

#### COVID-19 specific symptoms:

During times of heightened concerns for COVID-19 exclude children for the following:

Fever (100.4° or higher) **OR** two or more of the following symptoms: fatigue, myalgia (body aches), cough, headache, chills, shortness of breath, congestion, sore throat, runny nose, nausea, vomiting, diarrhea, abdominal pain **OR** loss of taste and/or smell.

For specific concerns & questions about COVID-19 consult the North Dakota Department of Health at 866-207-2880

#### Symptoms to note for other types of illnesses:

- General mood and changes in behavior
- Fever of elevated body temperature
- Skin rashes, unusual spots, swelling or bruises
- Complaints of pain and not feeling well
- Signs/symptoms of disease (severe coughing, sneezing, breathing difficulties, discharge from nose, ears or eyes, diarrhea, vomiting etc.)
- Reported illness in child or family members

#### Use all your senses

- **LOOK** for signs
- **LISTEN** for complaints
- **FEEL** for fever
- **SMELL** for unusual odor

If changes are observed, it is important to address these changes with the parents so a decision can be made as to whether or not the child will be excluded.

Sources:  
California Childcare Health Program, [www.ucsfchildcarehealth.org](http://www.ucsfchildcarehealth.org)  
North Dakota Department of Health [www.health.nd.gov](http://www.health.nd.gov)

Revised 9/20





# FOOD PROGRAM

Page 32

## child and adult care food program

A good balanced diet can have a marked effect on children's social and emotional behavior as well as their ability to use the full range of their intellectual capabilities. Together we can work to reinforce positive eating habits and educate our children in sound principles of food and nutrition. The children have taught us that their tastes are simple and their stomachs are small, so we try to reflect that in the menus we plan for breakfast, lunch and snacks. All meals meet Child and Adult Care Food Program nutritional requirements.

**Please see your child's room for their classroom's specific meal times.**

- If your child will be arriving after 8:45am, please see that they have eaten a balanced breakfast **prior to entering their classroom.**
- If your child will be arriving after their classroom's scheduled lunch time, please see that they have eaten a balanced lunch **prior to entering their classroom.**

### Outside Food

- **Food from home is not permitted for mealtimes that are included in your tuition.** Inquire with your child's site/program for included meals.
- If your child has special dietary needs that you feel require food from home, please contact the Site Director.
  - If the Site Director approves food to be brought from home, it is expected that a well-rounded meal will be provided.
  - Unless dietary restrictions do not allow, a well rounded meal would include a protein, grain, vegetable, fruit and milk.
  - Please do not send treats such as cookies, candy and potato chips. This also includes yogurt with candy toppings.
  - Please do not send juice, soda or caffeinated beverages.
  - Peanut products are not permitted. Sunbutter is an acceptable substitute for peanut butter.
  - Participants who cannot consume cow's milk for a medical reason or lifestyle choice may consume a non-dairy beverage that is nutritionally equivalent to milk.
  - A medical statement must be on file for non-dairy beverages that are not nutritionally equivalent to cow's milk. Examples would be almond milk, coconut milk, rice milk and some soy milk varieties.
  - Milk and non-dairy beverages must be unflavored.

# TUITION

## 2023-24 Full Time Monthly Tuition

Site	Age Group	Member	Non-Member
YDC/YDCN	Infant- 2 year old rooms	\$1075	\$1163
YDC/YDCN	2-3 year old rooms	\$989	\$1088
YDC/YDCN	Preschool and Kindergarten Readiness	\$916	\$1002
YDC Mandan	Preschool and Kindergarten Readiness	\$838	\$929

Youngest full time child is full price, older full time siblings receive a \$30/month discount

## 2023-24 Part Time Monthly Tuition

Site	Age Group	Member	Non-Member
YDC	MWF Half Days: 3-5 years 8:30-11:30 or 12:15-3:15	\$268	\$293
YDC	T/TH Full Days: 4-5 years 8:30-3:15	\$304	\$329



# TUITION

## 2023-24 School Age Program Monthly Tuition

Site	Program	Member	Non-Member
YDC	Before School Program with Transportation 6:30-8:30 am	\$178	\$234
YDC Legacy Divide	After School Program with Transportation 3:05-6 pm	\$228	\$287
YDC	Before and After School Combo with Transportation	\$284	\$345
YDC	Adventure Camp	\$40/day	\$60day

## 2024 Summer Camp Tuition

Site	Program	Member	Non-Member
YDC	Kinder Camp 9am-Noon	\$100/week	125/week
	Extended Care 8-9	\$25/week	\$25/week
YDC	Y Explorers	\$625/month	\$690/month
YDC	PM Y Explorers	\$325/month	\$358/month
YMCA	Camp Nakota Day Camp	\$150/week	\$160/week
	Extended Care 7:30-8am & 4-5:30pm	\$25/week	\$25/week



**YDC**

**1608 North Washington  
St.**

**YDC NORTH**

**1701 East Century Ave  
Bismarck, ND 58503**

**YDC MANDAN**

**2700 46th Ave SE  
Mandan, ND 58554**

[www.bismarckymca.org](http://www.bismarckymca.org)

[www.familywellnessbisman.or](http://www.familywellnessbisman.or)