

YWCA Rock County Child Care Programs

Parent Handbook

2024-2025

ALL are welcome
HERE



**YWCA IS ON
A MISSION**



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YWCA Programs

Our Mission

The YWCA is Dedicated to Eliminating Racism, Empowering Women and Promoting Peace, Justice, Freedom and Dignity for All

Our Vision

Transforming lives and communities through education and action to empower women and dismantle racism

Our Values

- Accept and respect personal differences
- Show kindness, compassion and caring
- Support each other, so we function as a team of top performers
- Build connections in a passionate pursuit of our Mission
- Demonstrate personal and professional integrity

**YWCA IS ON
A MISSION**

The work of the YWCA Rock County focuses on :

Child Care Programs

- Before and After School Care
- P4J/Pre-K
- Summer Discovery Day Camp
- Non-School Day Services

Immigrant Outreach

- Interpretation and Translation
- Community Education
- Assistance with Immigration and Naturalization

Racial Justice

- Eliminating Racism
- Advocacy
- Education

Transitions

- Independence/Self Sufficiency
- Career Counseling
- Tutoring/Training
- Give a Gal a Lift

Alternatives to Violence

- Shelter
- Food
- Clothing

Care house

- Child Abuse Prevention
- Investigation Treatment
- Healing Support

Thank You

*Thank you for choosing the YWCA Child Care Program to service your child care needs.
The staff appreciates you taking the time to go through this Parent Handbook.
If you have questions or comments about the contents of this handbook or any other matter
concerning your child's care, please contact the Program Director.*

We look forward to a safe, happy, healthy and positive experience with your child.

Children's quotes from 2023-2024, What I like about the program:

Lucy K. "I get to play with toys. We do activities that are fun and we get to have snacks."

Ryan S. "I like board games with Mr. Jim. I like outside and snack."

River T. "Because I'm with my teachers, uh that there's toys, that um I get to play with my friends."

Creed F. "Mrs. Dessie, the cars, beads ."

Tyler "I like the musical instruments and playing with friends"

Katelyn B. "I get to see Ms. Jodie and Ms. Mary and make new friends."

Adriyenne "Going outside to play and not having my parents here."

Lydia "I like to play all the games and art projects."

Blake L. "Learning new things and playing group games."

Julia S. " I like playing with all the toys."

Dominic "I like riding the van."

Hudson M. "I like playing and drawing. I like being happy, being with teachers, and playing with my friends."

Abbigail H. "I like seeing my friends."



Contact Information

YWCA Rock County

1735 S. Washington St. Janesville, WI 53546

Phone (608) 752-5445 Fax (608) 755-4743

www.ywcarockcounty.org

Angie Thompson, Program Director (ext. 224)

Ashley Hanson, Asst. Program Director/Snack/Supply (ext. 225)

Dawn Penning, Asst. Program Director/Personnel (ext. 232)

Teri Luepnitz, Enrollment/Recruiter (ext.230)

Patsy Cochran, Finance (ext. 231)

Child Care Sites

	Phone Number
Adams (care provided at Jefferson) 1138 E. Memorial Avenue, Janesville 53545	(608) 743-6632
Consolidated (Gym).....door #5..... 4838 N. County Rd. F, Janesville 53545	(608) 868-9595 ext.5015
Harmony (Gym) door #5 4243 East Rotamer Road, Janesville 53546	(608) 868-9360 ext.7021
Harrison (Multi-purpose Room)..... door #2..... 760 Princeton Road, Janesville 53546	(608) 743-6447
Jefferson (Lunch Room # 313)..... door #3..... 1831 Mt. Zion Avenue, Janesville 53545	(608) 743-6632
Kennedy (Gym).....door # 9..... 3901 Randolph Road, Janesville 53546	(608) 743-7561
Lincoln (Room # 408).....door #12..... 1821 Conde Street, Janesville 53546	(608) 743-6785
Monroe (Multi-purpose Room).....door #1..... 55 S. Pontiac Drive, Janesville 53545	(608) 743-6947
Roosevelt (Lunch Room).....door #8..... 316 S. Ringold Street, Janesville 53545	(608) 743-7047
Van Buren (Multi-purpose Room).....door #2 1515 Lapham Street, Janesville 53546	(608) 743-7147
Washington (Old Cafeteria).....door #9..... 811 Pine Street, Janesville 53548	(608) 743-7247
YWCA Discovery Center.....door #1..... 1735 S. Washington Street, Janesville 53546	(608) 752-5445 ext. 107

Who We Are ...

Staff

Our staff members are carefully chosen and meet or exceed all the necessary requirements set by the State of Wisconsin. Staff have CPR and First Aid Training.

Each site is staffed with a Supervisor who may have an Assistant. Children are supervised by staff according to state licensing regulations, which determines the staff-to-children ratio. The number of staff required is determined by the number and ages of children present. Staff members wear identification tags for identification purposes.

Mandatory Reporters

State laws make it mandatory to file a report with the appropriate authorities if abuse or neglect is suspected. If staff suspect that a child is being, or has been abused or neglected, they will immediately contact the Rock County Department of Social Services, Human Services or local Law Enforcement Agencies as required by State Statute.

All staff are mandated reporters of suspected child abuse or neglect. Staff have all received training in child abuse and neglect laws; how to identify signs of abuse or neglect; and the process for reporting.

If an individual arrives to pick up a child who appears to be impaired in any way, staff will take necessary steps to ensure the safety of the children.

Non Discrimination Statement

YWCA is committed to recognizing and valuing diversity and strives to create a place in which diversity is intentionally developed and celebrated. YWCA will not accept any intolerant or discriminatory behavior – especially that related to race, color, national origin, citizenship, religion, pregnancy, gender, sexual orientation, gender identity, disability, genetic information, military status, political belief or any additional characteristic protected by applicable law.

YoungStar

YWCA Rock County participates in the YoungStar Quality Rating System. All sites are rated annually. Our school age programs align activities with the school-age curricular framework.

Licensing

YWCA Rock County Child Care Programs provide a safe, supportive and stimulating environment for children ages 3 through 12 years old. The sites are licensed by the Wisconsin Department of Children and Families Services. A copy of the state licensing rule book is available at each program site for review.

CACFP

The Child and Adult Care Food Program is a federal program established to help children receive healthy snacks and meals. They provide information and financial support to child care facilities. The Department of Public Instruction administers this program to schools and child care organizations

Our Core Values

Our focus is on each child in our program. Everyone's feelings are respected with a goal of creating a positive experience. Our program emphasizes teaching children to relate to others, self-control, leadership and participation within our communities.

Child Care Policies

Child Care Policies are defined by the YWCA Child Care Program Director and the leadership team annually. The YWCA reserves the right to update the handbook when necessary.



Child Care Programs

Before & After School Child Care

This is a licensed program that operates Monday through Friday for children ages 5 through 12 years. Days and months of operation are determined by Janesville/Milton School District calendar. There is a weekly charge.

Hours: Janesville

6:30 am-8:15 am.

3:08 pm-6:00 pm

Milton

6:30 am-8:30 am

3:30 pm-6:00 pm

Mon: 2:30 pm-6:00 pm

Non-School Days (NSD)

When school is not in session (excluding holidays), child care is available to children ages 5 to 12 years old. The YWCA follows the Janesville School District calendar for Non-School Days.

This program operates at the YWCA. Space is limited and care is on a first come, first serve basis. The NSD program at the YWCA is independent of the other child care programs and requires a different schedule to be completed

Your child will be placed on the NSD list when the schedule and payment are received. A field trip or special activity may be offered.

Depending on space availability, the latest a child can be signed up for NSD is by the Thursday **the week before the NSD is occurring to avoid a \$20 late fee.**

When canceling non-school day/s, notice needs to be given by the Thursday prior to the non-school day/s to avoid payment for the day/s.

When you need to report your child absent or if you need to talk to the staff the day of the NSD, call (608) 752-5445 ext.107.

Hours: 6:30 am-6:00 pm

SDDC

Summer Discovery Day Camp is offered to children who have completed Kindergarten through 12 years.

The programs are located at the YWCA 1735 S. Washington St. in Janesville, and St Peters Church. 1422 Center Ave Janesville.

The summer program is based on the Janesville school district calendar.

Camp children enjoy making new friends, swimming, arts and crafts, science experiments, outdoor experiences, field trips, and more.

Enrollment Fee: \$40,
Additional children \$35 each
Weekly Fee: \$150
Weekly Field Trip/Activity Fee: \$15
Hours: 6:30 am - 6:00 pm

SDDC Field Trips

Field trips can be local or out of town. The children's emergency information are stored in each van.

Local field trips use the YWCA vans. The out of town field trips use a bus from Van Galder. Attendance is taken before boarding vans or buses, at the destination and summer sites upon return.

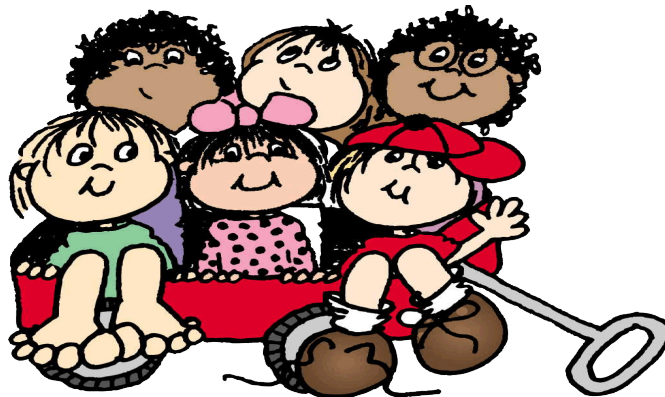
Walking field trips use a backpack with children's emergency information and supplies needed. The programs walking field trips are around the Summer Day Camp Sites.

Transportation

Booster seats are required for 8 years and under. Seat belts are required.

The YWCA vans are installed with an alarm system to ensure the departure of all the children.

Summer School pick up will be available at Lincoln and Van Buren is at 11:30 am. A transportation form is needed for each child .



Program Additions

Cancelations

Delays or emergency situations, including weather-related school closings are announced on WCLO (AM 1230) , WJVL(FM 99.9) or T.V. news channels. Cancelations will also be posted on the YWCA's Facebook page and website.

When the school district cancels school, the YWCA and the before and after school programs are also canceled.

When the School District cancels all their after school activities, YWCA will be closing our after school program. Contact the YWCA for further information (608) 752-5445 Ext 200.

Delays

When Janesville School District has a delayed start due to inclement weather, the sites will be open at 6:30 and operate until the start of school. This will not affect your weekly rate.

Please note:

When Milton School District has a delayed start due to inclement weather, **there will not be YWCA Child Care for the morning program.** However the afternoon program will be offered.

**eliminating racism
empowering women
ywca**

Holiday Closings

The YWCA is closed for the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- July 4th
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve
- Christmas Day

Please see the YWCA Child Care newsletters and myprocare.com for specific closure dates.



Enrollment

Enrollment

Your child will be considered enrolled in the program once the enrollment fee of \$100 is paid (see page 16), all required forms are filled out completely, available space has been confirmed and any past balances have been paid.

The Department of Children and Family Services requires all forms in the enrollment packet to be completed prior to attending the program. Both parents must be listed on the enrollment form unless access has been denied by a court order. Confidentiality will be maintained.

Online enrollment is available through the YWCA website. A form will be filled out. An invitation will be sent to pay the enrollment fee. Then there will be a link sent to you with the required paperwork. Paperwork will need to be filled out and returned prior to the child starting the program.

Each parent needs their own individual email to ensure parents receive necessary information and communication.

The child's spot will be held until school starts or the noted start date (within 2 weeks of enrollment). If the child doesn't start on the above dates, the YWCA has the right to remove the child from the enrollment list.

ENROLLMENT FEES ARE NONREFUNDABLE.

Enrollment

Enrollment for the next school year will be in the spring (March or April). Watch for notices at your site, myprocare.com, and YWCA Child Care newsletters. Current participants must re-enroll for the fall.

Student Records

All student records are available to all parents and legal guardians unless parental rights have been terminated, court papers or a restraining order has been processed.

All children's forms and records are kept at the appropriate site. Financial information is kept at the YWCA. It is crucial for you to keep us updated on any changes to names, phone numbers and e-mails listed on forms.

Financial information will be documented under the name of the person signing the enrollment forms, unless we are notified of another responsible party. Financial information will be provided upon request.

The accounts information is available through myprocare.com. You may print the information needed for taxes, or other financial needs.



Attendance

Arrival

Our sites open at 6:30 A.M. Children will not be allowed in the building before 6:30 A.M. according to the site clock. We require that children are accompanied into the program by an adult.

When you drop your child off to the YWCA Before School Program, please sign them in using the my-procare app via the QR code at the parent table.

If you arrive in the morning and a YWCA staff member is not present, please call the YWCA at 752-5445. This information is also posted at each site.

Unscheduled children

If a child arrives to the after school program that is not scheduled, the staff will contact a parent/guardian. If the parent/guardian states care is needed, the child may be allowed to stay, per State Regulations. When a staff member is unable to reach a parent/guardian, the staff will send the child to the office.

Departure

When your child arrives to the YWCA After School program, the Site Supervisor will sign them into the ProCare system. When you arrive to pick them up, please sign them out using the pro care app via the QR code at the parent table.

Children are dismissed from the program each afternoon when a Parent/Guardian or other authorized adult picks them up and signs them out.

Your child will not be released to anyone without written parental authorization. The authorized person would need to be 16 years old or older.

Staff members will ask for a valid government issued identification to confirm the identity of the person picking up the child, especially when substitute staff is unfamiliar with the person picking up your child.

In an emergency situation, the child may be released to persons who have been verbally authorized and who have an appropriate valid government-issued identification. The next business day a written documentation from an authorized person will need to be forwarded to the YWCA Child Care Program.

Absences

Absences must be sent on myprocare.com or called in to the site (phone numbers are listed on pg. 6.) **Do not call the school office to report a child's absence for the YWCA Child Care Program.** If there is no answer at the site, please leave a message. You may leave a voicemail at any time. Help us ensure your child's safety by notifying the program of absences by 7:00 am for morning care and by 3:00 pm for afternoon care. If your child is attending a program at the main YWCA site, and will be absent please call (608) 752-5445 .

If a Parent/Guardian does not inform staff members that the child will not be at the program on a scheduled day, and the child does not show up after school, staff members will take the following steps:

-The Parent/Guardian of the child will be contacted.

-If the Parent/Guardian cannot be reached, the site supervisor will call the emergency numbers listed on the child's enrollment form.

-If the staff are still unable to locate any information on the whereabouts of the child, **the local Police Department will be notified and asked to help locate the child.** We do this to ensure the safety of all children.

If staff members have to try and locate a child during the school year due to a lack of proper notification, the YWCA will charge a \$20 tracking fee each time staff has to spend time locating a missing child. Continued failure to follow the Notification Policy may result in withdrawal from the program.



Curriculum/Communication

Daily Activities

The Child Care Programs combine a regular routine with an opportunity to choose from optional activities. Children are encouraged to participate in activities regardless of age, gender, race or differing abilities. Schedules and activities are modified to be developmentally appropriate. Activities vary from site to site and are aligned with the school-age curricular framework. Staff are required to have written lesson plans, which are posted, detailing how the activities are incorporated into the daily schedule.

- Large and Fine Motor Activities
- Quiet Activities
- Individual and Group Activities
- Homework Time
- Celebrations of Diversity
- Indoor and Outdoor Experiences
- Science and Sensory Experiences
- Arts and Crafts
- Literacy and Reading
- Dramatic Play Experiences
- Active Activities/Physical Fitness
- Community Services Project
- You, Me & Our Colorful Community (YMOCC)

Do you enjoy volunteering? The children would enjoy activities provided by Volunteers! One way to volunteer is sharing your heritage and culture. Please see the Volunteer/Recruitment Coordinator (752-5445 ext 248)

- STEAM (Science, Technology, Engineering, Arts & Math)
- Animal Visitors

Pet/Animal

The YWCA does not have pets in the programs. However, there may be times when we have animal visitors. Families will be notified of animal arrivals so we can be sensitive to allergies and family concerns.

Outdoor Play

In accordance with state licensing rules, our programs provide daily outdoor activities, except during inclement weather. Temperatures (feels like) must be between 10 and 90 degrees.

Visitors: Parent/Guardians are welcome to visit our sites unless access has been denied by a court order, when they are disruptive or due to illness. A court order must be on file at the site to be enforced.

Confidentiality

The YWCA has a strict Confidentiality Policy. Staff will not discuss or disclose personal information regarding children or families to anyone, except to those who are authorized to receive the information.

Materials

We do not require children to bring in supplies: however a wish list may be developed at your child's site, when child care fees are insufficient to cover all materials. Also a wish list is posted on the YWCA website.

We ask that a child's personal items remain at home, unless mutually agreed upon by Site Staff. The YWCA and Staff Members will not be held responsible for items lost, stolen or damaged. If a child brings a cell phone or tablet to school, it must remain in his or her backpack. Please call your school's site number to contact him or her.

Communication

We strive to maintain open communication between program participants, families, school staff and YWCA staff. Along with one-on-one communication, we offer a variety of resources to keep communication open and positive.

Pro care

WWW.procare.com is the site used to communicate with families. It is also used to sign the children in and out.

Social Media Platforms:

- ◆ www.ywcarockcounty.org/what-were-doing/child-care
- ◆ www.facebook.com/ywcarockcounty
- ◆ www.twitter.com/ywcarockcounty

Please provide an e-mail to receive Information or cancelations sent in a mass email to families. An actively monitored e-mail for each parent is required for program communications.

Posted Parent Information:

- ◆ State License
- ◆ State Inspections
- ◆ Compliance/Non-Compliance
- ◆ Fire/Safety Drills
- ◆ Monthly Newsletter
- ◆ Exceptions
- ◆ Menu
- ◆ Lesson Plans
- ◆ Daily Schedule
- ◆ Young Star

Twice a year requests:

- Special family events
- Parent/Teacher conferences .
- Parent surveys

Change of Information: Please keep e-mails, phone numbers, addresses, authorized and emergency contacts updated.

Child Guidance

Child Guidance

We work to create and maintain a safe and enjoyable, high quality child care option. Our staff strive to support each child's development of positive problem-solving skills and self-control. Each behavioral situation will be considered on an individual basis. When unacceptable behavior occurs, we rely on the following methods to diffuse the situation:

Redirection Diverting a child to an appropriate activity or choice.

Calming Time It is viewed as a preventative measure to keep a situation from escalating. Calming times do not exceed three minutes.

Think Paper Your child may be asked to fill out a think paper as an opportunity for them to assess their actions.

Behavior Referral Describes specific incidents involving a child's unacceptable behavior. If a child receives a behavior referral, the following steps will apply:

First referral requires signatures from the Program Director and parent.

Second referral requires a meeting with parents, staff, Program Director and child.

Upon a third referral, the child maybe withdrawn from the program at the desecration of the Program Director. Re-enrollment for the following school year is at the discretion of the Program Director. A program year is September to June.

Punishment which is humiliating or frightening to a child is prohibited. Physical punishment, even at parental request, is not allowed or tolerated.

The YWCA will follow the Janesville and Milton School District Bullying Prevention Policies.



PLEASE NOTE:

We give children multiple chances to improve their behavior. When a child is a physical threat to themselves, other children or staff, behaves in a direct conflict with the YWCA mission, or is compromising the safety and security of the program's environment, the Program Director reserves the right to immediately dismiss the child from the program without advance warning or notice.

Special Concerns

The YWCA does not discriminate in the enrollment of children in its Child Care Programs. Parents/Guardians please talk openly with site staff about any special needs your child may have. Every reasonable accommodation will be made to meet their needs with the resources we have in cooperation with Parents/Guardians.

If your child has any condition or exceptional needs that could affect his or her level of participation in the program, it is vital that you share this information with our site staff when your child starts the program. It will assist the staff members in being prepared to accommodate your child's needs.

For safety and quality child care purposes for all children and staff, **the YWCA Rock County Child Care Program is unable to provide one-on-one care supervision. If your child does require one-on-one care to keep him/her safe, please speak with your case manager for assistance, as it will be required for the child's advocate to be present at all times.** If your child does not have a case manager, please reach out to the YWCA to see if we can assist you. As always, our mission is to help our families succeed.

Please let us know if your family structure changes. With this knowledge, we can offer your child support and understanding during these times.

Should you have difficulty in providing for your child's emotional or physical needs, you are encouraged to ask for assistance. Our staff can assist you in finding community resources that may offer assistance to your family.

Health/Safety

Our programs are continually monitored for health and safety standards, set by Department of Children and Families (DCF) and the Department of Public Instruction (DPI). In order to ensure the health and safety of participants and staff members, we uphold the following:

1. **Any special conditions** (allergies, seizures, ADD/ADHD, fears etc...) It is the parents/guardians responsibility to inform and keep staff updated on any changes that occur in your child's life that may affect his or her behavior. If your child has an IEP or 504 please share a copy of the information with the staff so they can be consistent with the plan outlined. **Written information needs to be turned in within 7 days to ensure your child's spot in the program.**
2. All children must be toilet trained.
3. Each child in the program must have an up-to-date immunization record on file within 30 days of starting the program. A printout is acceptable.
4. Children and staff members will be instructed in proper hand washing techniques.
5. Furnishings, toys and other equipment are washed when they become soiled.
6. Eating surfaces are washed and sanitized before and after each use.
7. **Each site has a written plan for responding to fire, tornado, lockdown or other emergencies.** Sites will post the emergency plan and practice it monthly. If children need to be evacuated to another location, staff or the appropriate authority will notify you. Evacuation sites are posted at the school. For fire drills, please note that children will not be able to take their coats with them in accordance with fire safety requirements.



Injuries

Injuries that occur at the program are recorded in a medical log book. When the staff is aware of the injury, the parent will be notified. And an accident report will be given to a parent. When a child receives a head injury, a parent will be notified.

If you get home and your child tells you of an injury he or she sustained while at the program, please tell the staff, so he or she may document it. If you determine it is necessary to visit the doctor, please notify staff. **Staff will need to complete an incident report and send it to the State Licensor within 24 hours.** In order to complete the required form, staff will need the name of the attending physician, the facility name and the injury.

In the event of an emergency medical situation, you will be notified immediately after 911 is called. If you cannot be reached, staff will continue to try to make contact with you or emergency contacts. Children will be transported to the closest medical facility. Whenever possible, a familiar staff member will accompany your child.

Child/ren Illness

Children are required to stay home from any of the programs and will be sent home if they have:

- a temperature of 100 degrees or higher
- vomiting or diarrhea
- soreness or discolored discharge from their nose, eyes or ears
- symptoms of communicable or pandemic disease
- an undiagnosed rash
- any extreme discomfort which limits their ability to participate in activities.

Children need to be **fever/symptom free 24 hours** without medication to return to the program. Staff will isolate a child due to illness.

Parent/Guardians must notify the site supervisor if a child has contracted a communicable/ pandemic disease or head lice. When a child has nits in their hair, they will be sent home.

Only information about the disease will be posted at the appropriate site. Children with a reported communicable disease may not attend any YWCA Child Care Programs during the period the disease is communicable. The YWCA will follow any recommendations by the Rock County Health Department and the Center for Disease Control. In the event of a health concern the YWCA will utilize the health department as our consulting agency.

Needed Information



Medication

If your child is taking prescription medication or non-prescription medication that requires a dose to be administered during program hours, you must fill out and sign an Authorization to Administer Medication form. The medication must be in its original prescription bottle with the doctor's orders on it or original container from the store.

Parents must review all medications every six months and check the expiration date.

If a child is on medication like an inhaler or pain reliever for headaches, we must have written authorization from the child's doctor. Medical authorization forms must be specific with dosage, times, start and end dates and specific instructions when it is okay to administer the medicine. For example, if a child is taking medication for occasional headaches, you would state, "Give needed medication when child claims they have a headache or is nauseous." The medication provided to the child is documented in the Medical Log Book and my pro care.

Authorization to Administer Medication forms are available from the site staff.

Snacks/Lunches

After school, each child is offered a nutritious snack which meets the federal requirements as outlined by the Child and Adult Care Food Program (CACFP.) The children have the choice to eat or not eat snack. Children will not be forced or denied a snack based on a child's behavior.

Children will only be allowed to eat a different snack if they have a dietary/health concern. If your child has any food allergy, you will be required to provide a written notification from the doctor. CACFP requires a form to be completed for children who have special dietary requirements or allergies. Please keep communicating with the Site Staff regarding any issues.

When all day Child Care is available, nutritious snacks are provided in the morning and afternoon. Children must bring nutritious lunches. Parent provided lunches must contain a serving of all four components: grain, protein, fruit and vegetable. Beverages such as soda, coffee and energy drinks are not acceptable and will be confiscated. We strive to ensure children have proper nutrition and enough to eat and therefore, if this requirement is not met, staff will supplement missing component(s) and a \$10 fee will be added to your account. Refrigerated items or heat ups are not an option. Please provide ice pack when needed.

Everyone will wash hands before and after snack time. Tables are washed before and after eating. All precautions will be taken to keep food safe and served fresh.

A monthly menu will be posted at each site. Families may provide a store purchased treat. Parents will be notified (sign posted) when a special treat is offered.

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or 2. fax: (833) 256-1665 or (202) 690-7442; or 3. email: program.intake@usda.gov This institution is an equal opportunity provider.

Child Care Fees

Enrollment Fee for Before & After School Care:

\$100.00 Each Child

\$60.00 Each Additional Child

Before and After School Care Enrollment Based Service Fee: (Paid Weekly)

AM: \$50.00 (First Child)

PM: \$80.00 (First Child)

AM/PM: \$130.00 (First Child)

\$45.00 (Each Additional Child)

\$75.00 (Each Additional Child)

\$125.00 (Each Additional Child)

NSD: Enrolled children: \$45 daily /per child

Non enrolled children: \$55 daily/per child

Yearly and Weekly Schedules: Are needed for each child attending the program. Yearly schedules are filled out once, payments are required. Weekly schedules and/or payments are required for each week of care. The first week schedule and payment are due when your child starts the program. Schedules and payments will continue every week in advance. Schedules and/or Payments are due no later than Thursday.

Winter Break and Spring Break: No payment due.

Snow Days: Pay for the first 2 days, 3 or more will be prorated

Vacation: One week of vacation is available per child. Please provide a written schedule for the vacation week. No payment will be due for that week. Vacation requires two weeks notice and must be used in a full week increment. Children are not able to attend our program during scheduled vacation week.

Prorated: For every week with less than 5 days (open to attend, the weekly fees will be adjusted for days of school closure.

Tracking Fee: When staff need to locate a missing child (either a call or in writing) a \$20.00 fee will be charged for each occurrence, per child.

Payments:

- By credit or Debit card online at www.myprocare.com. This option will add a convenience fee of 2.9%. Late payment fees may apply.
- Set up automatic ACH payments at www.myprocare.com. This option with a \$1.00 fee with each payment. Weekly payments will be charged to your account on record on the Thursday prior to the service week.
- Checks, money orders, and cash will be accepted Monday-Friday only at the YWCA office by the close of business at 4:30 pm

Parents experiencing technical difficulty with the authorized payment methods may reach out to Patsy, the Finance Assistant at (608) 752-5445 ext. 231.

Returned Credit/Debit or ACH payments: \$5.00 will be charged for Credit/Debit or ACH transactions returned for any reason. A replacement payment is required within 24 hours.

Returned Check Fee: \$35 will be charged for check transactions returned for any reason. A replacement payment is required within 24 hours.

Late Pick-up: (According to the Site clock) \$30.00 fee for any portion of the first 15 minutes per child after 6:00 pm, \$5.00 will be charged per child for every minute after 6:15 pm. The second occurrence is grounds for dismissal from the YWCA Child Care Program.

Late Schedule Fee: If your schedule and payment are received Friday after 6:30 aM, it is considered late and a \$20.00 late fee per schedule, \$20 per payment, per child will apply and is due with the current schedule and payment. If your schedule and payment is not received by 12:00 pm. on Friday, your child/ren will not be able to attend the program the following week.

Withdrawal Fee: Parents are required to give two weeks written notice of withdrawing and submit the schedule of care and corresponding payment for the final two weeks. Parents choosing to withdraw immediately will pay a \$25.00 per child/per week withdrawal fee.

Lunch fee: when supplement lunch items (one or more) are needed, a fee of \$10 will be charged. See page 15 for specific items.

Flex Plan/Taxes: Parents may use ProCare to create statements of charges throughout the year which may include taxes and flex plans. Statements may be created monthly, quarterly, and yearly. If you need assistance please contact the Finance Assistant.

Although highly unusual, the YWCA Rock County reserves the right to increase fees within a calendar year when necessary.

Schedules and payment

Payments

Payments (for each child) are due by every Thursday. The first week schedule and payment is due when your child starts the program. If schedules and/or payments are made after 8:00 am on Friday, a \$20 late schedule fee and a \$20 late payment fee per child is charged. If a schedule and payment is not received by 12:00 pm on Friday your child/ren will not be able to attend the program the following week.

Staff members are not responsible for checking backpacks, school mailboxes, etc., for schedules sent with a child. It is the Parents/Guardians responsibility to give the schedule directly to site staff. Please do not leave schedules laying on the table. Green Non-School day schedule are to be given to Site Staff.

Yearly or Weekly schedules are needed for each child attending the program. Schedules are needed for each week that care is available, even if child is not attending.

The Wisconsin Department of Children and Family Services, which licenses our sites requires that *"The center shall have on file an agreement, signed by the Parent,/Guardian which specifies the attendance schedule to be followed..."* Schedules must be filled out completely for child for each week.

No discounts, credits or refunds are applied for unused days.

All Child Care programs will require payment in full for scheduled dates, including Before/After, Summer Discovery Day Camp, and Non-School days,

Flexible Payment Schedule

Payments may be made weekly, bi-weekly, or monthly. Per any divorce or separation agreements, parents shall be responsible for setting up separate accounts. If mom pays one week, dad pays the next, please let the Finance Specialist know at the beginning of attendance. Please indicate on the schedule which parent is paying.

Refunds/Credits

Any credit remaining on a child's account will be refunded at the end of the school year or upon withdrawal. Credits expire on December 31st of the current year,

No refunds or transfers are given to future Non-School Days; If your child does not attend a Non-School Day or if you cancel a Non-School Day.

If a child is out due to illness for three or more consecutive days with a doctor's note, we will credit \$5.00 per session to the child's account. (example 3 days of am care and pm care would be a \$30 credit)

Withdrawal From a program

Anytime you withdraw from the program, you must give written notice two weeks in advance to the Site Supervisor, Enrollment Specialist or Program Director. A \$25 Withdrawal Fee per week, per child will apply if we do not receive a 2 week notice.

Involuntary Withdrawal

If the Program Director withdraws a child, you will be refunded for subsequent weeks paid and not used. (Ex. The Program Director withdraws your child on Wednesday, and you have paid for the current week and three more weeks; you will only receive a refund for the future three weeks, not the current week.) This withdrawal policy only applies to Before and After School Non-School Days and Summer Discovery Day Camp.

Failure to abide by YWCA guidelines and policies (turning in schedules on time, picking your child up by program ending time etc...) may result in your child's suspension or withdrawal from the YWCA programs.



Financial Assistance

Third Party Funding

The YWCA School-Age Programs accept funding through Wisconsin (WI) Shares, the Wisconsin Department of Workforce Development and other funding sources.

Families who are receiving assistance from agencies outside the YWCA are responsible for paying the difference between the amount of assistance received and the necessary payment. Payment must be made prior to attending any YWCA programs.

No discounts, credits or refunds are applied for unused days.

EBT families must secure Wisconsin Shares authorization prior to starting the program. Families receiving funding through WI Shares are required to sign a Provider/Parent Payment Agreement Form and may need to make a co-payment. WI Shares funded families are issued an EBT card. Funds are available on the 1st of each month for the entire month.

Please pay your tuition weekly. Payments not made on time will incur a late fee. Funded families are responsible for the cost of care while waiting for funding.

Children who receive funding through WI Shares and use the Non-School Day or Summer Discovery Day Camp programs held at the YWCA Discovery Center must get a separate authorization for that site which is #E231240



Steps to Assessing Financial Needs

- ◆ Parents/Guardians must first apply for assistance from WI Shares to determine eligibility.
- ◆ The parents/guardians will need to show documentation that they have applied for WI Shares and were denied prior to applying for scholarship funds.
- ◆ Then a parent may apply and complete a financial assistance application through the YWCA and turn in necessary paperwork.
- ◆ Parents seeking funding from WI Shares or the YWCA must reapply for assistance at the start of the Summer Discovery Day Camp Program.

Parents/Guardians will receive, in writing, the amount of assistance they will be credited, as well as the amount for which they will be responsible. Parents may contact the YWCA if they have questions. (608)752-5445 ext 231.

If household income or size should change, please contact the Finance Assistant to update your financial status. The Finance Assistant will ask for updated pay stubs and income for verification every six months.

Scholarship money is made possible by the YWCA, Partners Up, and Community donors.

Fundraisers

Throughout the year, The YWCA Child Care Programs participate in a variety of fundraisers. You can also support your child's program by attending our Family Fun Night, or other special events.

Check your newsletter, my pro care and posted signs for upcoming events. We also welcome monetary donations in lieu of selling items.

Parent Code of Conduct

Inappropriate Language/Behavior

No parent or adult is allowed to curse or use inappropriate language on School or YWCA property at any time, whether in the presence of a child or not. Such language is considered offensive and will not be tolerated. At NO time shall inappropriate language or behavior be directed toward members of the YWCA staff. (in person, on the phone or in writing)

Threats/Confrontational Tones

Threats of any kind will not be tolerated, nor will raising of voices or confrontational tones when addressing staff. All threats will be reported to the authorities. Parents are responsible for and should be in control of their behavior at all times.

Weapons

Weapons are not allowed on School/YWCA premises.

Child Care Requests

We ask that parents refrain from asking staff members to privately care for their children during any times YWCA Child Care is available. This avoids a conflict of interest within the program and employment.

Any violation of the Parent Code of Conduct will be reviewed by YWCA management. Participation in YWCA Child Care Programs may be terminated.

I understand this Code of Conduct and agree to abide by its requirements.

Child(ren)'s Name **School**

Parent/Guardian Signature **Date**

YWCA Child Care Staff **Date**

School District of Janesville 2024-2025 Calendar

Event	Day of the Week	Date
Labor day	Monday (no school)	September 2, 2024
First Day School	Friday	September 3, 2024
Teacher Professional Day	Monday (no school)	September 30, 2024
Parent-Teacher Conference	Thursday & Friday (no school)	October 24 & 25 ,2024
Teacher Professional day	Monday (no school)	November 4, 2024
Thanksgiving Break	Wednesday- Friday (no school)	November 27 - 29, 2024
Winter Break	Monday (no school)	December 23, 2024
School Resumes	Thursday	January 2, 2025
Martin Luther King Jr. Day	Monday (no school)	January 20, 2025
Teacher Professional Day	Friday (no school)	January 24, 2025
Parent-Teacher Conferences	Thursday & Friday (no school)	Feb 27-28, 2025
Spring Break	Monday-Friday (no school)	March 24-28, 2025
School Resumes	Monday	March 31 , 2025
Break Day	Good Friday (no school)	April 18, 2025
Teacher Professional Day	Monday (no school)	April 21, 2025
Memorial Day	Monday (no school)	May 26, 2025
Last Day of School	Friday (1/2 Day)	June 6, 2025

Two inclement weather days are built in the district calendar. If school is closed for inclement weather more than two days in the school year, the third and beyond inclement weather days will be made up on snow reserve days and/or as directed by administration. If no days are needed to be made up, then snow reserve days will be no school days.

School District of Milton 2024-2025 Calendar

Event	Day of the Week	Date
Labor Day	Monday (no school)	September 2 2024
First Day of School	Tuesday	Sept 3, 2024
Professional Development (Virtual Learning)	Monday (no school)	October 7, 2024
Professional Development	Monday (no school)	October 25, 2024
Professional Development (Virtual Learning)	Monday (no school)	Nov 4, 2024
Professional Development	Monday (no school)	November 25, 2024
Thanksgiving Break	Tuesday-Friday (no school)	November 26-29 2024
Winter Break	Monday (no school)	December 23, 2024-Jan 1, 2025
School Resumes	Thursday	January 2, 2025
Martin Luther King Jr. Day	Monday (no school)	January 20, 2025
Professional Development (Virtual Learning)	Monday (no school)	February 10, 2025
No School	Friday (no school)	March 7, 2025
Spring Break	Monday-Friday (no school)	March 24-28, 2025
School Resumes	Monday	March 31, 2025
Professional Day	Friday (no school)	April 18, 2025
Memorial Day	Monday (no school)	May 26, 2025
Last Day of School	Friday (1/2 Day)	June 6, 2025

Two inclement weather days are built in the district calendar. If school is closed for inclement weather more than two days in the school year, the third and beyond inclement weather days will be made up on snow reserve days and/or as directed by administration. If no days are needed to be made up, then snow reserve days will be no schooldays.