



Welcome to Inspire Preschool and Arapahoe KinderCamp programs at the YMCA of Northern Colorado!

The YMCA of Northern Colorado is an association of people of all ages, abilities, ethnic groups and religious affiliations who are united in a common effort with a worldwide fellowship putting Christian Principles into practice and enriching the quality of spiritual, mental and physical life for all.

Inspire Preschool Longmont

950 Lashley St.
Longmont, CO 80504
720-652-4720

Inspire Preschool Johnstown

165 Settler Way
Johnstown, CO 80534
303-443-4700, ext 7700

Registration Process:

Families interested in registering for care at Inspire Preschool at the Ed and Ruth Lehman Longmont YMCA, Johnstown Community YMCA or Arapahoe YMCA KinderCamp may do so online at ymcanoco.org on the Preschool landing page. Parents are encouraged to schedule a facility tour prior to enrolling. As part of the registration process, parents are required to complete E-Pact, a secure emergency network that we use to collect medical and emergency contact information electronically. All forms must be completed and reviewed by the Director before the first day of care. Families utilizing CCAP or YMCA FA or Employee Benefits will be issued a paper registration packet, as the registration process requires additional steps for our business office. Please note, a current physical and immunization record is required on or before the first day of attendance and will be required to be updated annually. For Inspire Preschool, we are licensed for children 2 ½-6 years of age only. For Arapahoe KinderCamp, we are licensed for ages 3-6 years old (toilet trained). Please contact the Preschool location directly should you require translation services for registration purposes.

Please note that parents must be able to be contacted during hours when their child is in childcare at the YMCA. Please be sure to provide a working cell phone number and work phone number. In addition, two emergency contacts must be provided as a back-up for when a parent cannot be reached for an emergency. If parents and emergency contacts are not able to be reached, the YMCA will contact Children’s Services and the local police department for guidance and support.

Translation Services:

As a service to our families, we are happy to partner with CU Boulder to provide translation services for written materials as well as verbal services when needed. We also employ several bilingual staff who can assist with on-site needs.

Tuition/Fee Information:

The registration fee and first month of tuition is due on or before the first day of attendance in preschool. Fees are determined based on the plan selection made when registering. Receipts are accessible through each family’s online account or by contacting the YMCA’s business office at reg@ymcanoco.org. Parents may choose to pay fees with a check or cash directly to the Preschool Director at site or by selecting the auto draft pay option on the registration form using a credit card. Selecting the auto draft option grants the YMCA permission to charge monthly tuition fees and any other incurred fees in accordance to published policies on the registration form. For Preschool, tuition payments are due on the first day of each month. **A rate increase will occur effective August 1, 2022.**

Tuition Rates for the 2021/2022 School Year**Full Day Options**

Full Day Full Time 4-5 days per week	\$1006/month
Full Day Part Time M,W,F	\$712/month
Full Day T,R	\$497/month

Part Day Options (7:00am-12:00pm)

Part Day Full Time 4-5 days per week	\$688/month
Part Day M,W,F	\$428/month
Part Day T,R	\$299/month

Late Payment Fees: a \$25 late payment fee will be assessed when payment is not received by the 1st day of each month. If payment is not secured by the 15th of the month, care will be suspended until all charges are resolved. At this time, the participant will be automatically unenrolled and re-enrollment cannot be guaranteed. The YMCA Collections process may be enacted to collect tuition for services provided.

Change/Cancel Request: A Change/Cancel request must be submitted by the 2nd Monday of the month for the upcoming month for any change to your child's schedule or to cancel care. If a Cancel request is not submitted by the 2nd Monday of the month and you need to cancel care for the upcoming month, you will be charged the full fee for the month. You may request to change/cancel your childcare enrollment by emailing reg@ymcanoco.org.

Non-Refundable Days: Tuition is non-refundable and not credited for inclement weather days, emergency situations such as building issues/malfunctions, sick days or vacation days. While there may be an option to make-up a missed day due to illness or vacation, this cannot be guaranteed and will be at the Director's discretion.

Refunds/Credits: The YMCA will not refund any fees already paid. A credit may be placed on the account for future YMCA programs at the discretion of the Business Office Director.

Covid-19 Quarantine and Closure Credits: In the event the YMCA closes or cancels care due to a State or County Health Department mandate, the YMCA will credit the participant's account based on the calculated daily rate for the program registered for at the time. A \$50 Administrative cost fee will be deducted from the credit for each month where a credit occurs. Please note, the YMCA will not issue refunds in these situations, but only credits for future Y programs. The credits will expire one year from the credit date. Credits are not issued for quarantines outside of the Y, such as a parent quarantining for work or the participant (child) quarantining as mandated by another non-YMCA activity.

YMCA Financial Assistance:

Financial assistance is available to all families who qualify upon completion of the application process. Financial disclosure is required but kept confidential. For all YMCA Licensed Care programs, a CCAP denial letter is required to apply for financial assistance. If CCAP is not an option for families due to immigration status or other protective factors, the denial letter may be waived. More information as well as the financial assistance application are available from the Preschool Director or at ymcanoco.org. Please note, all tuition policy requirements and tuition schedules are the same for financial assistance applicants as they are for all other registrants. Financial assistance applications must be updated annually. For families attending year-round, renewal applications must be submitted by July 1 each year to be considered for the next registration session beginning August 1.

CCAP/PPP:

The YMCA accepts CCAP from Boulder, Weld, Larimer, Adams and Jefferson Counties. CCAP authorization must be validated before the first day of care. In some cases, this may take a few days so please plan accordingly. Parents may pay privately if there is a delay in CCAP authorization. All CCAP Parent Fees are due on the first of each month and must be paid in full to start attendance on the first of each month. Please read the following carefully to avoid any additional fees or disruption in care:

1. The parent or guardian of a student utilizing CCAP is responsible for payment of tuition fees when waiting for authorization, when authorization expires and anytime the child attends on an unauthorized day.
2. Excessive absenteeism will result in disenrollment from the program. The YMCA will allow for up to 4 absences from registered days per month. It is the parent or guardian's responsibility to register their child only for the days they expect to attend. CCAP does not pay the YMCA for absences. Absences will be billed to the family. Please request an adjustment to your CCAP authorized schedule with your CCAP case manager.

3. Parent fees must be paid on the first of each month. Additional fees such as late pick-up fees, late payment fees and no notification fees must be paid immediately.
4. CCAP application and authorization management is strictly the responsibility of the parent or guardian. Parents are responsible for all tuition if authorization lapses.
5. Failure to use the ATS system every day a child attends or failure to authorize a sign-in adjustment within the 9-day authorization period will result in billing at the YMCA CCAP program daily rate.
6. Failure to pay fees billed to your account will result in immediate disenrollment from the program and collection action.
7. Children must be authorized by CCAP for full-day attendance at the site they are scheduled to attend. Please note, this may be a different site/license number than they attend for after-school care. If they are not authorized, the parent or guardian will be charged to full-day fee.
8. In the event of a Health Department required quarantine that cancels preschool care, CCAP Parent fees will not be reduced, credited or refunded.

The Johnstown Community YMCA Inspire Preschool partners with the Weld RE-5J School District to place children accepted into the Colorado Preschool Program, CPP into our facility. A reimbursement contract is secured for each participant with the school district upon enrollment. All enrollment requirements and benefits remain the same for CPP participants, as they do for all others.

Community Resources for Families:

Partnering with parents is essential for ensuring a child receives the services and care necessary for healthy social, emotional, physical and academic growth. We maintain a directory of local resources to assist families in need of services outside of the YMCA. Please do not hesitate to ask for assistance for locating services throughout Boulder, Weld and Larimer Counties. Resources can be accessed at each preschool and on our website.

Your Child's Day at our YMCA Preschools

YMCA Inspire Preschool and YMCA KinderCamp Philosophy:

At Inspire Preschool and YMCA KinderCamp, we believe that children learn best through hands-on experiences and age-appropriate play with their peers, under the direction and guidance of highly-trained teachers. Our developmentally appropriate learning atmosphere is designed to develop the whole child. Young children are guided to and encouraged to make choices that are based on their own interests and personalities. At the Y, we take our role as mentors, educators and fun-providers very seriously, and we work to ensure children thrive each and every day!

YMCA Inspire Preschool Curriculum:

During the school year The YMCA Inspire Preschool utilizes Creative Curriculum which includes social studies, science, language development, early math, music and creative art. While we use Creative Curriculum, we also focus on children's foundational skills as well such as gross and fine motor development, language development and self-help and problem-solving skills. Our KinderCamp program is designed around weekly themes where children engage in active play, arts and crafts, cooking and quiet activities. In all of our programs children also have the opportunity to enroll in enrichment classes such as sports samplers and swim lessons!

All Inspire Preschool students participate in a progress monitoring program called TS Gold which allows staff to evaluate and track their academic and social progress throughout the school year. Teachers will

hold two parent conferences each year to review data and work with families to identify possible interventions or needs based on their monitoring.

Inclusive Support:

The Y does not discriminate against any person with a disability and welcomes children of all abilities. The YMCA will partner with families to carefully explain the YMCA's program and to determine whether the program will be a good fit for their child. Families with children with disabilities are asked to complete the Support & Assistance Questionnaire (SAQ) when submitting registration paperwork. This questionnaire is designed to help us gain a better understanding of your child's needs and strengths and to help us identify the specific accommodations and assistance that may be needed for your child to safely and successfully participate in activities and programs. Once the questionnaire and other documentation are reviewed by the YMCA, a meeting will be scheduled with the family to determine next steps. The YMCA will make reasonable accommodations within its means, but in some cases may not have the resources to provide some services. The YMCA's programs are designed to provide care in both small and large group settings within state licensing requirements. In all settings, children must be able to safely and cooperatively participate in program activities such as community field trips, swimming, and outdoor sports and games. While we attempt to accommodate children who need accommodations, we also must be mindful of the other children in the program and in that light, even with additional support it is important to note that the YMCA expects children to reliably follow directions and cooperate with guidelines regarding their safety and well-being and the safety and well-being of others.

Immigration Status/Documentation:

The YMCA has a long history of supporting immigrant families in our programs. We provide care for all children and do not ever ask for immigration documentation.

Hours of Operation:

Inspire Preschool Full-Time Program: Monday-Friday 7:00am-6:00pm

Part-Day Program (up to 5 hours): Monday-Friday 7:00am-12:00pm (must be picked up by 12:00)

Arapahoe KinderCamp: Monday-Friday 7:00-5:30 pm

Arapahoe KinderCamp and Inspire Preschools offers a full-time 4-5 day program and a two day (Tuesday/Thursday) or 3 day (Monday/Wednesday/Friday) option. Parents must choose they days they wish to register for and plan to adhere to the selected days. Changing days or adding additional days cannot be guaranteed and is at the discretion of the Director and based on availability and staffing resources. We expect that all children will be in attendance by 9:00am each day. If your child will be late to school or absent, please contact the Director. If a child arrives at school and their class is not in their classroom, the Director will escort them to their class' location or will assign them to another class until they can join their own class.

Months of Operation:

The Longmont and Johnstown Preschool locations will offer care year-round. The Arapahoe KinderCamp program shares space with Boulder County Head Start and operates during the summer months and on school days off when Head Start is not operating.

Morning Arrival:

Upon arrival to preschool, parents must walk their child into the building, sign them in at the attendance desk and then walk their child to their classroom to ensure they are safely "handed over" to their teacher. Parents must also sign-in to the ATS system if they utilize CCAP. Once in the classroom, parents should put their child's belongings in their cubbies and communicate any updates or necessary information to the teacher before departing.

If your child is arriving after 9:00am to the program you must notify the Director so that they can ensure there is adequate staffing to accommodate them.

Drop-Off and Pick-Up Procedures:

Adults are required to walk each child into the preschool, sign them in at the front desk, complete a well-check and temperature check, and escort them directly to their classroom for drop-off. Teachers are available to assist if a child has a difficult time and can suggest tricks and tips to assist if needed. Children should always be kept within your view until they are officially signed in by preschool staff in the classroom. If your child arrives late to school and their class is not in their room, please see the Preschool Director and you will be assisted with dropping the child off in another classroom or the Director may walk the child to their class.

Children may be picked-up at any time during the school day but will only be released to an adult on the contracted pick-up list. Any adult arriving to pick-up a child who is not identifiable by a staff member must present a photo ID and must be on the pick-up list. No exceptions will be made. If a child is assigned a county social worker, the social worker must be included in the child's registration paperwork and must present a valid form of identification to visit with or pick the child up. In the event there is a restraining order against an individual, the parent or guardian must present proper court documentation including court orders and/or custody documentation for the Director's review.

Late Pick-Up:

Our preschools close at 6:00pm. Parents will be charged a \$10 late pick-up fee for picking up between 6:01-6:10pm. An additional \$1.00/minute will be charged after that. At 6:10 staff will begin calling parents and emergency contacts to determine who will be picking up the child. If a parent cannot be contacted by 6:30pm, the local Police Department and Children's Protective Services will be contacted.

Arapahoe KinderCamp closes at 5:30 pm. Parents will be charged a \$10 late pick-up fee for picking up between 5:31 pm - 5:40pm. An additional \$1.00/minute will be charged after that. At 5:40 staff will begin calling parents and emergency contacts to determine who will be picking up the child. If a parent cannot be contacted by 6:00pm, the local Police Department and Children's Protective Services will be contacted.

Preschool Closure Dates:

Longmont:

- May 30, 2022 - Memorial Day
- July 4, 2022 – Independence Day
- August 19, 2022 – Teacher In-Service Day
- September 5, 2022 – Labor Day
- November 24 & 25, 2022 – Thanksgiving
- December 26, 2022 – In Observance of Christmas Day
- January 2, 2022 – In Observance of New Year's Day

Arapahoe KinderCamp:

- July 4, 2022 - Independence Day

Preschool Closures Due to Inclement Weather and Emergencies:

In the event of inclement weather or emergency situations where opening the program is a concern, parents will be notified as soon as possible through the Tadpoles Communication System – email and

text, and the closure notice will be posted on the Y's website. Early dismissal will be announced the same way. The Longmont Preschool will follow the St Vrain Valley School District's closure and delayed start plans. The Johnstown Community YMCA Preschool will follow the closure and delayed start plan of the Weld RE-5J School District. Credits and refunds are not issued for inclement weather days. If the YMCA, as an organization determines the weather provides a significant safety risk for staff that results in the closure or delayed opening of a Y branch, childcare will follow that delay/closure, regardless of the school district's determination.

Closures for YMCA Arapahoe KinderCamp will be determined by the YMCA's Senior Staff team for weather or emergency related closures. Parents will be notified by phone and email of any closures.

Teacher/Child Ratios:

The YMCA follows the State of Colorado's minimum standards for teacher to child ratios and maintains a 1:8 ratio for children 2 ½ to 3 years of age and a 1:10 ratio for children from 3-6 years of age.

Staff Qualifications:

The YMCA follows all state requirements for staffing qualifications for each group of children and ensures all state are fingerprinted and background checked through Trails and the Colorado Bureau of Investigation and the Federal Bureau of Investigation before working with children. Staff are trained in First Aid, CPR, Bloodborne Pathogens and Universal Precautions. In addition, all staff complete a minimum of 15 hours of annual training approved by the State of Colorado.

Classroom Assignments:

Upon enrollment, each child is assigned a primary classroom based on their age, needs and the Preschool's enrollment availability. Children may be moved to another classroom to accommodate staffing needs or their own personal needs at the discretion of the Director. Parents will be notified by the Director when this occurs. Classroom requests by parents may be made by speaking directly with the Director.

Staff Time with Families Outside of Preschool/KinderCamp:

For the protection and safety of your child and our staff, YMCA employees are not permitted to babysit for families, transport participant children or have personal contact with families via phone, email or text. In addition, contact with families through social media and the internet is not allowed. Please do not put out staff at risk of losing their position by asking them to do so.

Parent Participation:

Inspire Preschool has an Open Parent Volunteer Team who assist with planning and implementing events, providing feedback and assisting with general tasks. Parents may sign-up with the Director for this wonderful opportunity!

Parent conferences are a valuable opportunity to engage with your child's teachers and caregivers. Parents may request conferences at any time during the year by scheduling a time with Director. The Director and Teachers may also request conferences at any time as well to discuss a child's needs.

Inspire Preschool hosts a variety of events throughout the year for parents to attend! Back to School Night, Breakfast with Santa, Spring Fling and our Annual Graduation are just a few of the events we host to encourage parent participation!

Communication:

Having strong, open communication between our preschool staff and families is extremely important to ensure your child receives the highest quality experience. Parents receive daily communication through our Tadpoles email system. Upon enrollment, parents will receive information on setting up a Tadpoles account and will then receive communication through email or the Tadpoles app. This communication tool will inform parents of their child's daily activities, allow them to receive alerts and reminders from the management team, and allow them to send notes to teachers. In addition to Tadpoles, parents receive monthly newsletters and calendars to keep them updated on all things happening in Preschool!

Our staff are not permitted to communicate with families through personal devices or email. Please do not engage in texting, emailing or contacting staff through social media. All communication will come from a YMCA approved source.

Arapahoe KinderCamp will communicate with parents through end of the week email updates.

Daily Schedules and Routines:

Each classroom has a Daily Schedule to guide learning activities and allow for children's choices of activities. We allow for flexibility throughout the day to ensure we are best meeting the needs of the classroom, but do guarantee children receive plenty of physical activity, quiet-time and free-play while also participating in teacher-directed learning activities. Being in the YMCA allows us to participate in "walking field trips" to the Y's wading pool, gymnasium, running track and other specialty rooms. This is an especially beneficial feature when the weather doesn't allow for outdoor play.

All children enrolled in full-day care will be provided with a quiet "nap time" each day from approximately 12:30-2:00. During this time, children will have access to their own cot to allow for personal rest space. The Y will provide a fitted cot sheet and children may bring a small blanket and soft nap toy for comfort. For safety, pillows, sleeping bags and weighted blankets are not permitted. All cots and sheets are cleaned and sanitized at least once each week. During rest times, soft music will be played and lights will be dimmed to create a peaceful environment. Staff will sit with children and pat backs or read books to assist children in falling asleep. Children are not required to nap and will be given quiet activities if they do not fall asleep. We follow the philosophy that if a child falls asleep then their body needs rest. We will not force a child to stay awake during naptime and ask that parents support our staff by not requesting to keep their child awake during nap time.

Parents will have the opportunity to enroll their child in extracurricular activities such as Safety Around Water, swim lessons and Sports of All Sorts. Some of these programs require additional registration forms and fees. By completing the registration forms, parents are granting Inspire Preschool permission to allow their child to attend these activities located within the YMCA facility. All children registered for an extracurricular activity will be moved in Tadpoles, our attendance tracking system, to the location of the activity. Ratios and staff qualifications are maintained during extracurricular activities and walking field trips.

Swim Days:

All YMCA Preschoolers are invited to participate in swim days weekly. Classrooms have a set swim day each week and ask that parents send children prepared to participate with a swimsuit, towel and waterproof bag for wet items. Children who are not toilet trained must have a swim diaper to participate. A YMCA Lifeguard is always present when preschoolers are in the pool and pool area. Parents may choose to have their child not attend swimming. In this case, children will be assigned to another classroom during swim time. All swim participants must follow YMCA pool rules at all. If a child's behavior poses a risk to their safety or another participant's safety, they will not be permitted to attend swim time. Parents will be notified if their child's behavior is unsafe in the pool.

Swim days may be cancelled due to health concerns or mechanical issues with the pool. These changes may occur without advanced notice.

Walking Field Trips:

While YMCA Inspire Preschool and Arapahoe KinderCamp do not take children off-site for field trips, we do allow for children to utilize specialty rooms and spaces on the YMCA campus' such as fitness rooms, walking tracks, gyms and gardens. Parents will be notified in advance of children visiting these spaces and a notice will be posted at the site so that families arriving late to preschool or visitors know where classes can be located. All policies including attendance tracking and ratios will be maintained during these times.

Audio/Video Policies:

Music is a valuable part of our day at Inspire Preschool. Music is used to provide a calming atmosphere during meal and nap times and to energize children during physical play. Children are encouraged to sing and play instruments throughout the day as well! Video usage is very limited in preschool, but on rare occasions, a special educational movie may be shown to enhance curriculum studies. On other special occasions, such as our Charlie Brown Thanksgiving event, a short, G rated movie may be shown for entertainment. Children who do not choose to watch a movie are provided with alternate activities.

What to Bring to Preschool:

The following items are required for Preschool each day and should be labeled with your child's first and last name:

1. A full change of seasonal clothing
2. Diapers and wipes (if needed)
3. Swim Gear – towel, swimsuit and swim diaper (if needed)
4. Small blanket for nap (no weighted blankets or pillows)
5. Healthy Lunch (with ice pack to keep cold)
6. Sunscreen – please give directly to Director (medication authorization form required)
7. Two snug-fitting masks labeled with child's first and last name (when applicable)
8. Water bottle labeled with first and last name

Children's personal belongings must be stored in their designated cubby. All medications or tuition payments must be handed directly to a staff member and may never be stored in a backpack or cubby.

What Not to Bring to School:

The YMCA is not responsible for lost, stolen or broken items. Please do not allow your child to bring toys or electronics from home. A single, soft nap item may be used during quiet times or as a comfort item throughout the day, but other toys should be kept at home. Please note, for safety reasons, pillows are not permitted for use at naptime.

Backpacks stored in student cubbies are accessible to children throughout the day and will be checked for hazardous items. Please ensure children's backpacks do not contain any medications, lotions, hand sanitizers, Chapstick, money, empty plastic bags, sharp objects or small items that could pose a choking hazard. Teachers will routinely check children's bags to ensure safety as well.

Plastic shopping bags may not be stored in cubbies as they may present a suffocation hazard. Please place belongings in a reusable tote or storage container.

YMCA Preschools and KinderCamp are nut-free facilities and do not permit any peanut butter, nuts or nut-based milks. If a child brings any of these items to school, supplemental foods will be provided and the nut items will be disposed of.

Staying Healthy and Safe at Preschool

Diapering and Personal Care:

Inspire Preschools welcome children who are not toilet-trained and works closely with families to help each child gain toileting success. We understand that each child develops differently and masters toilet-training differently so we work to develop a positive, individualized plans to meet each child's unique needs. Our classroom schedules allow for planned toileting breaks as well as flexibility to allow children to freely use the bathroom whenever needed. For children in diapers and pull-ups, staff check diapers throughout the day and change children immediately when they are wet or soiled. Parents are responsible for providing all diapering supplies including diapers, wipes, swim diapers and creams. A medication authorization for is required for all diaper creams.

Arapahoe KinderCamp requires all children to be toilet-trained. Diapers are not approved.

Healthy handwashing habits are essential for maintaining a safe, healthy environment for all children. Children are directed to wash their hands upon arrival at school, after toileting or wiping their nose, before and after meals and snacks, when returning from the playground or another area of the Y and whenever their hands become soiled during active play. Staff monitor handwashing to ensure proper technique and provide an adequate supply of hand soap and paper towels.

Meals and Snacks:

At the YMCA we are committed to serving children healthy, nutritious meals and snacks. At Inspire Preschool, all children bring their own lunches each day. It is a requirement of Child Care Licensing that children's lunches are balanced and meet all nutritional guidelines and include fresh fruits and vegetables, proteins, whole grains and dairy or dairy alternatives. Lunches should have very limited sugar content. Soda and sugary drinks as well as candy will not be served and will be sent home. Children must have a complete lunch. If a child arrives without a lunch, every attempt will be made to contact the parent to bring a lunch. If the parent is unable to bring a lunch, the Director will secure a nutritious lunch and the parent will be charged a \$25 fee for each instance a lunch is provided. We will provide 2 healthy snacks each day – one in the morning and one in the afternoon after nap. An additional "late day" snack will be provided around 5:15 for children still in attendance. On occasion, children will be provided with special treats provided by parents for parties and celebrations. These must be packaged items with ingredient labels to protect students with allergies.

Prior to meal times, the tables will be cleaned and disinfected per Health Department requirements. Children will be required to wash hands before eating and stay seated to reduce the risk of choking. Leftover food, with the exception of unopened items will be discarded.

Children should bring a clean water bottle with them each day. If they do not bring a water bottle one will be provided to ensure they have constant access to fresh drinking water.

Inspire Preschool is a nut-sensitive facility and does not allow children to bring any peanut butter or nut products including milks such as almond or cashew.

Preschool Dress Code:

Preschoolers are very busy and have the best experience at school when they are dressed appropriately for active play. Children should be dressed in comfortable clothes that are okay to get messy in. Clothing should also be unrestrictive so that children can easily go to the bathroom by themselves once they are fully toilet-trained. Close-toed gym shoes with rubber soles are required for outdoor play. Due to safety, open-toed shoes are not permitted on the playground, as it is covered in mulch. In the summer months children should be dressed lightly so they do not become over-heated. In colder months children should be prepared to go outside every day and should have appropriate outdoor gear including a hat, gloves or mittens and a coat. Children will not be permitted to participate in outdoor play without proper clothing but will be provided with indoor physical play.

Masks may be required at specific times for preschoolers attending Inspire Preschool and/or KinderCamp. The decision to require masks will be based on guidance and requirements of the local Health Department. These requirements will be communicated to families through written and electronic means.

Arapahoe KinderCamp requires all children to be toilet-trained and not in diapers.

Sunscreen:

Please plan to provide sunscreen with a minimum SPF level of 30 year-round. When sun exposure is highest, we recommend parents bring a sun hat. Parents must apply sunscreen first thing each morning before school and staff will reapply in the afternoon before outdoor play. Depending on the brand of sunscreen, reapplication may be necessary more often. Staff will check children in the morning as well and may apply at that time as well if a need for reapplication is determined. Children may be limited to lesser outdoor time if sunscreen is not provided. A sunscreen authorization form is required to be signed by a parent in order to apply any product. Aerosol sunscreens are not permitted in preschool. Please plan to provide a lotion product. The Y does have Rocky Mountain Sunscreen for use when a child runs out or a parent forgets to bring sunscreen from home, but parents are required to bring their own and use this product only as an emergency back-up.

Medication:

Medication rules are set by the Colorado Department of Human Service Child Care Licensing. These rules protect providers from administering unknown medications and ensures that any medications given are in accordance with the Nurse Practice Act. More information can be found at <https://www.colorado.gov/pacific/dora/Nursing>. Medication refers to skin creams, lip balms, over the counter drugs, prescription drugs, homeopathic and alternative medications, vitamins, electrolyte drinks and some health foods and drinks. In addition, diaper creams that “treat” a condition rather than “prevent” a diaper rash are considered a medication and require a doctor’s signature for use.

Please plan to check with the Director before bringing any medication into the Preschool. When medication does need to be administered at preschool it must be taken to the office and provided to the Director to ensure all paperwork is completed before it is administered. All medication is stored in a locked box out of the reach of children. All medication, including over the counter, prescribed and emergency rescue medications must be stored in their original container with doctor’s signed orders.

Emergency Rescue medications such as epi-pens, inhalers and seizure medications must be accompanied by an Emergency Care Plan or Allergy Care Plan and must be delegated by the Preschool's Nurse Consultant before a child can attend. Please know that in some cases, this may take a few days and may delay a child's start with the program. Health Care Plans require detailed information about a child's needs and the medication procedures to be followed in the event of a health emergency. The YMCA will ensure that a delegated staff person is always present a child with a Health Care Plan is in attendance.

Wellness Policy:

Our goal is to keep our students and staff healthy. While in YMCA care, children are expected to be able to be healthy enough to participate in all daily activities. For the protection of all staff and children, please keep your child home if they show signs or symptoms at include the following:

1. Fever of 101 degrees or higher
2. Diarrhea
3. Vomiting
4. Unexplained rash
5. Discolored discharge from eyes or nose
6. Extreme tiredness or lethargic behavior
7. Excessive coughing

When a child becomes ill during the day and exhibits any or the symptoms described above, a parent will be notified and required to pick their child up within 30 minutes. The child may be removed from their classroom and allowed to rest on a cot in the Director's office until a parent arrives. Children who are sent home due to signs of illness will not be permitted to return until they are symptom free for 24 hours without the aid of medication or with a doctor's note stating they are not contagious. The decision to send a child home for illness is at the discretion of the Director. If a child is diagnosed with a communicable illness, the parent should immediately notify the Director so that all families can be made aware of possible risk of exposure.

Covid-19 Wellness Policy: As our program is currently being impacted by Covid-19, additional protocols around illness management will be in place. All children will be screened for illness at the time of drop-off and will have their temperature checked by a YMCA staff member. Children exhibiting ANY Covid-19 symptoms will be immediately isolated from their group and will be sent home for monitoring of symptoms. Health Department Guidance will be followed to determine when the participant may return to care.

Kid Connects/Mental Health Partners Collaboration:

Inspire Preschool is proud to partner with Mental Health Partners through their Kid Connects Mental Health support program for early childhood programs. MHP provides a mental health consultant to consult with our staff and families weekly to evaluate and guide practices within the classroom to ensure children receive strong emotional supports during their preschool day. Parents will be provided with a Kid Connects waiver to sign during the registration process to authorize our mental health consultant to work within their child's classroom. In addition, the consultant is available for additional family support and can be connected to the parents of a child who may need referrals or additional help in the school setting or at home. Please see the Director for more information.

Injury While at Preschool/KinderCamp:

All YMCA Preschool staff are trained in First Aid and CPR, Concussion Recognition and Response and Injury Prevention. In the event an injury does occur, staff will respond accordingly based on their training. In most cases, injuries are minor and require TLC and basic first aid such as soap and water and a band-aid. For these minor injuries, a staff member will complete a YMCA Incident Report and notify parents at pick-up. If an injury is more severe, the staff team will assess the situation and determine next steps. The child will be closely monitored and attended to during the process and the parent will be notified. In addition, a YMCA Incident Report and possibly a Head Injury Report will be completed and turned into our HR department to document the incident and all follow-up steps. Emergency situations will result in an immediate 911 call to secure the services of emergency personnel. In this case, parents will be immediately notified. All injuries requiring medical attention from a professional will be reported to Colorado Child Care Licensing and the Colorado Department of Social or Human Services, Division of Early Care and Learning.

Missing Child Procedures:

YMCA Staff are responsible for documenting a child's arrival at Preschool and for maintaining accurate attendance throughout the school day. Staff use "Name to Face Attendance Tracking" on Tadpoles to ensure all children are always accounted for. In addition, parents are required to sign their children in and out upon arrival and departure every day. Failure to do so may result in termination of care.

If a child is unaccounted for during any attendance check during the day, staff will immediately follow lost child procedures. Staff will notify the Director and immediately begin a search for the child. If the child is not located within 10 minutes of searching the Y's property, the police department, parents and YMCA executive leadership will be notified. Staff will report these incidents immediately to the Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS.

Reporting of Child Abuse and Neglect:

Colorado State Law requires anyone who works with children to report all suspected cases of child abuse and neglect. As mandated reporters, our staff may directly report concerns to the CDHS Abuse and Neglect Hotline at any time. Abuse concerns may include suspected verbal abuse, physical abuse, sexual abuse, lack of basic care in the areas of nutrition and hygiene or improper supervision of a child. Boulder County's Child Welfare team will determine if a report should be investigated based on information provided by a mandated reporter. If a parent suspects abuse or a concern with a staff member or another parent, they too may contact CDHS through the Abuse and Neglect Hotline, 1-844-CO-4-KIDS to make a report.

Security and Confidentiality:

For the safety of all program participants, the Preschool entrance always remains locked **and** only staff and enrolled families are permitted to visit the Preschool space. Each family will be assigned a door code upon enrollment. Please do not share this code with anyone else. We also ask that you do not hold the door open for other individuals trying to enter the program space. Emergency contacts who pick-up children should ring the doorbell so that their ID can be checked, and they can be escorted to the classroom they are picking up from.

In some cases, protective orders, custody agreements or restraining orders may be in place to protect a child in the YMCA's care. If your family has circumstances that restrict a person's ability to enter the Preschool space or to have contact with your child, please be sure to provide all documentation so that it can be on record at the site. You may set up a private conversation with the Director to discuss these

needs and to review paperwork together at any time. We will not release any information about your child or their attendance to any individual not listed by you on the registration form. Therapists, teachers or social workers who you authorize to provide services to your child, engage with them or pick them up from preschool must be listed on your registration paperwork and must provide identification upon arrival at the program.

Visitors:

All visitors to Inspire Preschool must sign-in at the office and provide an approved ID with their name, address, phone number and reason for visit before being provided access to the space. Visitors will be under the supervision of Y staff for the duration of their visit.

Photos or Videos of Children:

Inspire Preschools utilize Instagram and Facebook as well as the YMCA of Northern Colorado's website to share information about Preschool activities and events. Children's images may be included in these posts and may be used for promotional or educational purposes. If you would like for your child to be excluded from these videos and photos, please be sure to sign the "No Photo Policy" on the registration form and inform the Director of your request.

Emergency Procedures:

The Department of Human Services requires every childcare/camp facility to have an emergency plan if any of the following emergencies should arise. Staff are trained to deal effectively with emergency situations. A record of emergency incidents for all program facilities is made public at the Department of Human Services.

1. Parent has a Last-Minute Emergency: If you need to contact your Director, (forgotten lunch, late pick up, new person picking up your child, checking to see how your child is doing) please call the preschool's direct line. You may also send a message via Tadpoles.
2. Severe Weather Conditions: Preschool classes will shelter in place in their designated emergency locations within the YMCA facility. Attendance will be taken using our name-to-face method to ensure all children are accounted for. Staff and children will stay sheltered until an all-clear is issued and all weather warnings have expired.
3. Fire Procedures: Preschool classrooms have written fire evacuation routes and designated locations outside of the preschool program space. Children and staff will perform practice fire drills monthly to ensure all participants are familiar with evacuation procedures. A written fire log will be available onsite for three years documenting practice fire evacuation procedures.
4. Emergency Situations: Emergency situations such as gas leaks, active-harmers, bomb threats or other situations are handled on a case-by-case basis as they can vary greatly and require various responsive actions. Our staff are trained in emergency preparedness and will be instructed by law enforcement and the YMCA's senior leadership of how to respond in any situation that arises. An Emergency Action Plan for the Longmont YMCA is on file at the preschool and that they YMCA front desk and available for review. All staff have been trained on the Y's Emergency Action Plan.

Reunification Procedures:

In the event of an emergency where children are removed from the childcare site, parents will be notified to pick-up their child at a designated reunification site. Staff will have portable emergency contact information to allow them to contact parents in the event of such an emergency. Parents will be required to show proof of identification as part of the pick-up process from a reunification site.

The following sites will be used as reunification points for each program:

Longmont – Longmont Youth Center 1050 Lashley St, Longmont, Colorado

Arapahoe – Eternal Savior Lutheran Church 2688 Northpark Drive, Lafayette, Colorado

Johnstown – 400 Parish Ave, Johnstown, Colorado

Behavior and Guidance

Behavior Expectations:

The YMCA Inspire Preschool Program offers a well-rounded program with a wide variety of daily activities for children. The YMCA staff models, teaches and encourages good communication skills, problem solving skills, and positive social interactions between peers and staff by providing a well-organized, fun and challenging program. We believe this approach creates an atmosphere which decreases the amount of behavior concerns and provides a strong support system for children who are having challenges. When behavioral concerns arise which are beyond the normal range of day to day occurrences, the staff will communicate with the parents. Our goal is to then create a plan with the parent(s) and child to interact in a more positive way with the staff and their peers. All children go through challenging times and our goal is to support them in their efforts to make progress. The YMCA has a responsibility to approach behavior management in a preventative and positive manner by providing well supervised programming by qualified and adequately trained staff. At no time in any of our programs are staff allowed to manage children's behavior through hands on restraints, physically moving or picking up a child or by grabbing or removing a child's hand/other body parts. Staff are to appropriately handle behaviors through the below steps and other children in the program are never to assist in behavior management or redirection of another child in the program. The YMCA can provide information and guidance to Mental Health Partners and the Mental Health Partners Kids Connects program for any family requesting mental health services.

Steps taken for serious behavior problems may include written reports with behavior contracts, additional positive reinforcement, and discussions with parents to create a plan for change. Through Kid Connects, our center will access an Early Childhood Mental Health Specialist who will consult with staff and families concerning challenging behaviors prior to suspension. In the rare occasion when the situation cannot be resolved, suspension/expulsion of the child from the program may occur. Behavioral issues following a suspension will be reviewed by the site director, department head, senior staff and YMCA legal counsel which could result in expulsion. Our goal is to provide a safe and enjoyable environment for all participants. The YMCA may terminate/suspend a child's enrollment for any of the following reasons:

1. Failure to adhere to Health and Human Services regulations and YMCA policies; including signing in and out.
2. Behavior by a child that poses a threat to the safety of him/herself or others; including directly disobeying a staff person.
3. Behavior by a child that is continually disruptive to the program and its participants and staff
4. Destruction to the property of the program, school, staff or peers.
5. Behavior by a parent which is disrespectful to staff, children or community.
6. Non-payment, late payment or return of payments by financial institution.
7. Leaving the direct supervision of a staff person without his/her specific permission according to the expectations of the program.

Any of these behaviors will result in a behavior action plan up to and including suspension and/or permanent removal from YMCA programs. During a suspension period, the incident will be investigated, and a decision will be made by YMCA staff using appropriate resources to determine if all stakeholders are best served by the child returning to the program. Any further incidents regarding the same child will follow this procedure.

Preschool Rules:

The YMCA promotes our core values of Respect, Responsibility, Caring and Honesty throughout all Y programs, including preschool! Children are guided to make positive choices during the day using conflict resolution, calm-down techniques, teamwork and problem-solving skills. We understand that these are developing skills for young children and therefore, train our staff how to role model them and guide expected behaviors in a positive, impactful way. Our three basic rules at preschool are 1. Keep our friends safe, 2. Keep ourselves safe and 3. Keep our things safe.

Positive Guidance:

The following are used to encourage positive behavior:

1. Redirection: subtly letting a child know that an action or behavior is unacceptable and then guiding them to act in a more appropriate manner.
2. Natural Consequences: an inevitable response to a child's own actions.
3. Praising Positive Behavior: acknowledging and complimenting when positive choices are made
4. Reflection Time: providing time and space for a child to reflect on their own actions or discuss their actions with a peer or staff member

Communication, Expressing Concerns and Filing Complaints:

Our program can only be at its best with input from our families. If you have a concern or question about your child's program, please set up an appointment to speak with the Director. Please address all concerns in a professional manner. We focus on our four character values; Honesty, Respect, Responsibility and Caring. Therefore, it is important that we all role model appropriate problem-solving skills. Most issues can be easily resolved at this level. If the Director and parent(s) are struggling with a concern, they may ask a supervisor to be involved. Please feel free to contact our Department Executive if you need further support:

Roubhie Fairchild - Executive Director of Early Childhood Programs
720-652-4720
Roubhie.fairchild@ymcanoco.org

Lisa Swainey – Sr. Vice President of Community Branch, YMCA of Northern Colorado
303-443-4474 x4700
Lisa.swainey@ymcanoco.org

Should you have questions about policy, wish to address a concern or file a complaint due to practices that you feel the YMCA is not addressing appropriately you may contact the governing body for childcare in the State of Colorado.:

The Division of Child Care Colorado Department of Human Services
1575 Sherman Street Denver, Colorado 80203-1714
303-866-5958

State Licensing Information:

The YMCA complies with the rules and regulations of the Colorado Department of Human Services. A copies of the YMCA's Child Care Licenses are posted on each site's Parent Information Board. For further information regarding Colorado policies, please call 303-866-5948. The Department of Health and the Fire Department also inspect our programs. All staff are required to be cleared by the Colorado Central Registry which has information concerning anyone who has been convicted of child abuse or any felony.

Department of Health and Human Services:

The following is a letter from Department of Health and Human Services. It is a requirement of every childcare facility to issue a copy of this information to all parents.

Dear Parent,

Your child is now enrolled in a child care program that is licensed by the Colorado Department of Social Services. The license indicates that the program has met the required standards for the operation of a child care facility. If you have not done so, please ask to see the license. Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in your county is: 1-844-CO-4-KIDS.

Boulder County Social Services
3400 Broadway, Boulder 80304

Weld County Social Services
315 N. 11th Ave, Greeley 80631