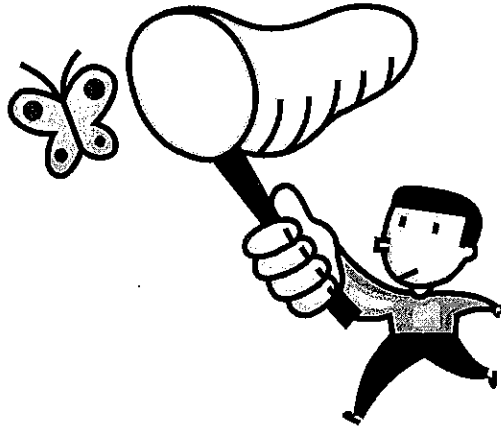
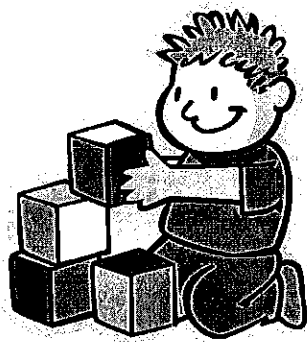


Scheu Family YMCA of Upland



Early Child Development Center Parent Handbook

1337 San Bernardino Road
Upland, CA 91786-4930
(909) 946-7049

YMCA EARLY CHILDHOOD DEVELOPMENT CENTER

Early Childhood Development Center Mission Statement

Our mission is to provide a safe and loving environment for your child. We believe that children learn best through play and exploration, we follow the "child's lead" by providing learning centers in which your child can explore the world around him/her. We believe your child deserves to be treated with respect and can be taught to show his/her peers and teachers respect in return. Your child will be encouraged to work out problems with his peers by exploring his/her emotions. Children will learn what acceptable and unacceptable behavior is by redirection and self correction. Our goal is for your child to become ready to start his/her formal education. It is our privilege to work with you and your child as we watch them grow and mature.

MISSION OF THE WEST END YMCA ASSOCIATION

The purpose of the West End YMCA Association, in affiliation with the National Council of Young Men's Christian Association of the United States, is to help persons of all ages, ethnic groups, and religious affiliations who are united in a common effort to put Judeo-Christian principles into practice to enrich the quality of spiritual, mental, physical, and social life for our families, our communities, and ourselves.

MISSION OF THE SCHEU FAMILY YMCA OF UPLAND

The Scheu Family YMCA of Upland is an association of people...men, women, and children of all ages, ethnic origins, religious affiliations, and socioeconomic levels, who are unified by the common purpose of strengthening and enriching their mental, physical, social, and spiritual well-being. The Scheu Family YMCA of Upland strives to improve and influence conditions that affect the quality of life for our families and our communities.

MEMBERSHIP ELIGIBILITY

Any person who supports the purpose may become a member of this corporation in accordance with such provisions as may be established by the board of directors, and shall so continue to be a member unless the Board or its authorized agent concludes, in its sole discretion, that a member has failed to live up to the standards and commitments of being a member of this YMCA.

COMPONENTS AND GOALS

- I. Component: **Character Development**
Goal: To provide a safe and nurturing environment that teaches and builds positive character development.
- II. Component: **Family Involvement**
Goal: To support and strengthen the family unit.
- III. Component: **Educational Support**
Goal: To support and encourage academic growth.
- IV. Component: **Community Partnerships**
Goal: To create meaningful opportunities for family and community involvement.
- V. Component: **Nutrition/Healthy Lifestyles**
Goal: To improve the health and fitness of children and their families.
- VI. Component: **Recreation and Play**
Goal: To foster creativity, independent decision making, and personal growth.

The Scheu Family YMCA of Upland's "Character Values" curriculum is implemented in our childcare programs. The values are called the four core values, which are:

HONESTY RESPECT
CARING RESPONSIBILITY

CHILDCARE PROGRAM HIGHLIGHTS

NUTRITIOUS SNACKS

At the Early Childhood Development Center (ECDC), our goal is to promote healthy lifestyles for children. We supply two food groups each day for snack. Help us remain consistent by providing healthy lunches and snacks for your children. For birthdays, holidays and special occasions, special treats are allowed.

Please notify your site director if your child has any special dietary needs; you may need to send a snack from home for your child.

NO REFRIGERATION OR MICROWAVE IS AVAILABLE FOR CHILDREN'S LUNCHES.

POLICIES AND PROCEDURES

The Scheu Family YMCA of Upland would like to welcome you to our Early Childhood Development Center (ECDC). The YMCA prides itself in providing quality program with qualified staff that are certified in Child Development classes, CPR and First Aid.

HOURS OF OPERATION

Monday-Friday 7:30 a.m.-5:30 p.m.

PHONE NUMBER AND ADDRESS

Scheu Family YMCA of Upland Early Childhood Development Center
1337 San Bernardino Road
Upland, CA 91786
(909) 946-7049

WHAT ABOUT A REFUND IF WE WITHDRAW FROM THE PROGRAM?

Parents may withdraw their child at any time by giving the Scheu Family YMCA of Upland main office written notice two weeks before the child's last day in the program. The YMCA will only issue a refund when a two week notice is given. No refund will be given for the membership fee.

DO I HAVE TO RE-REGISTER MY CHILD WITH THE YMCA EVERY SCHOOL YEAR?

Even if your child has participated in the YMCA ECDC program previously, parents must complete a new registration form for the new school year. If parents have not re-registered their child, the child will not be accepted at the YMCA ECDC program.

HOW DO WE CHANGE OUR CHILDCARE SCHEDULE IF THE NEED ARISES?

We require two weeks written notice through the Scheu Family YMCA of Upland for any schedule changes. Changes will be implemented as space is available.

WILL CHILDCARE BE PROVIDED ON HOLIDAYS?

Our Child Care program will operate a full day schedule on the following holidays:

Lincoln's Birthday	Martin Luther King, Jr.'s Day
Veterans Day	President's Day
Shortened School Days	

THE YMCA WILL BE CLOSED THE FOLLOWING HOLIDAYS:

Thanksgiving	Independence Day
Day after Thanksgiving	Labor Day
Christmas/New Year's Day	Memorial Day

*If a holiday occurs on a Saturday, it will be observed on the immediately preceding Friday. If a holiday occurs on a Sunday, it will be observed on the immediately following Monday.

IN CONCERN FOR CHILDREN

Please be aware that **state law** mandates that we report any suspected child abuse or neglect to the proper authorities. All YMCA employees have a duty to report any suspicion to the Child Protective Agency who will then determine the accuracy of the report.

All YMCA staff are required to have training above their current education in child abuse education and positive discipline within their first three months of employment.

Apart from our policies on the protection of children, staff are not allowed to associate with members outside of YMCA programs. Please do not put staff in a difficult position by asking them to babysit.

YOUR CHILD'S FILE

Every child's file is available for review by the Department of Social Services Community Care Licensing evaluators at all times. Any child may be interviewed by a Community Care Licensing evaluator without prior parental permission as per Title 22.

SCHEU FAMILY YMCA OF UPLAND MEMBERSHIP

The YMCA is non-profit organization driven by membership. Therefore, payment of the West End YMCA Annual Community Membership fee is required in order to participate in Scheu Family YMCA of Upland programs. The membership fees are as follows:

Single Membership: \$50.00

Family Membership: \$75.00

ATTENDANCE

In order to provide all participants in our program with a safe and well-staffed environment, we need to provide a consistent level of enrollment.

The YMCA will charge **full tuition** to all participants who are absent from the Early Childhood Development Center. Please carefully read the following policies related to absence and attendance.

- If your child will be out for **two or more consecutive days** you need to inform the office by filling out the proper form at least *two weeks* in advance in order to avoid paying your full tuition.
- If your child is out ill for **two** or more consecutive days we will adjust your account accordingly, provided we receive a doctors note.
- If your child will be absent it is **extremely important** that you call the office at (909) 946-7049 by 8:30 a.m. the day of the absence.
- If your child is absent for two or more weeks without notice, he/she will be **immediately dropped** from the program and you will be responsible for full payment for two weeks following their last day of attendance.
- A child who drops from the program without notice will be treated as a new participant upon re-registration.

FINANCIAL POLICY

HOW DO I PAY?

Payments can be made by the following methods:

Check or money order (please include your child's name)

Cash

Credit Card (Visa or MasterCard)

PAYMENT SCHEDULE

Fees must be paid by 8 a.m. on the Monday of the week of attendance.

1. Payments may be made at the Scheu Family YMCA of Upland ECDC office during business hours (M-F, 7:30 a.m.-5:30 p.m.). Payments may also be dropped off in the overnight drop box, located on the west side of the driveway at the Main Scheu Family YMCA of Upland office, after business hours.
2. The Scheu Family YMCA of Upland will accept credit card payments over the phone or automatically charge credit cards each week. (An authorization form may be obtained from the office.)
3. Payments may be mailed to the Scheu Family YMCA of Upland, provided they are received by 8 a.m. on the Monday of the week of attendance.

Mailing address: Scheu Family YMCA of Upland ECDC
1337 San Bernardino Road
Upland, CA 91786

LATE PAYMENT PENALTIES

There is a late fee of \$20.00 for all payments not received by Monday 8 a.m.. **If payment is not made in full within one week of the original due date, your child will be suspended from the program. There will be NO EXCEPTIONS.**

LATE PICK-UP CHARGES

The Early Childhood Development Center closes promptly at 5:30 p.m.. There will be an additional late pick-up fee per child of \$1.00 per minute starting at 5:31 p.m. When late, parents are required to sign and date the late pick-up form. The late charge will be added into your account balance and will be due in full on your next billing date. This late pick-up charge also applies to those enrolled in the morning program. All half-day programs have a maximum five-hour attendance period.

RETURNED CHECK POLICY

Returned checks are expensive for both you and the YMCA. All returned/NSF checks will result in a \$20.00 fee.

VACATION ABSENCES

Vacation/leave of absence consists of five or more consecutive days of absence. The YMCA will charge **full tuition** to all participants who do not fill out the proper paperwork in the office two weeks prior to your vacation/leave of absence. A **\$35.00 weekly place holder** fee (per week) will apply during the vacation/leave of absence.

INJURIES

If your child is injured the director will take necessary steps which may include, but not limited to the following:

1. Contact parents
2. Contact the YMCA office
3. Contact emergency numbers, other than a parent
4. Call paramedics

ILLNESS ABSENCES

If a child is ill for two or more consecutive days, and a written **doctor's note** is provided, the family's account will be pro-rated.

In order to prevent the unnecessary spread of illness, children who have any one of the following symptoms may not attend the Scheu Family YMCA of Upland ECDC program:

Fever of 101 degrees-presently or within 24 hours
Conjunctivitis (Pink eye) may return 24 hours after medication is administered
Cold or Flu
Contagious rash
Chicken Pox
Measles
Mumps
Scarlet Fever
Lice
Diarrhea
Vomiting
Infectious mucus (green or yellow)

****In the event that a child is brought to the ECDC with any one of the symptoms, parents will be asked to take their child home.****

Any time a child will not attend the program, parents must call the Scheu Family YMCA of Upland at (909) 946-7049, between 8:00 and 10:00 am. We need to know where children are every day for their safety and for accountability reasons.

RESPONSIBILITY FOR MEDICAL FEES

It is the sole responsibility of the parent or guardian to pay all doctor, hospital, and related fees. The YMCA is **NOT** responsible for such fees.

MEDICATION

***If your child is on medication, special arrangements must be made with the Director.**

KEEPING STAFF INFORMED

- It is mandatory to keep us informed about changes with **EMERGENCY NUMBERS, ADDRESSES, WORK NUMBERS, ETC.** If you plan to be out of town, or at a place other than our information indicates, it is your responsibility to inform us of where to reach you, or an alternate person you would like us to contact in your absence, in case of an emergency.
- Please keep the director informed of any changes in your child's world, which may affect your child. For example, major events, sickness of a family member, separation or divorce of a parent. The staff wants to be sensitive to your child's needs and to their feelings.

PARENT CONFERENCES/CHILD OBSERVATIONS

The exchange of information about a child from the parent's perspective and the staff's perspective can be very helpful to both home and program staff. Parent conferences can be either formal or informal. We cannot emphasize enough that it is important that you share changes that are happening with your family. These changes influence the way in which your child relates to others. If the staff is made aware of this they can provide for a child's needs. Throughout the year the staff may share their observations of your child with you. We hope these observations will expand your understanding of your child and how he or she is doing.

DISCONTINUATION OF SERVICES

The following are grounds for discontinuation of a child in the program but not limited to:

1. Failure to make fee payment
2. Repetitive delinquencies in making fee payments
3. Repetitive late pick up after 5:30 pm
4. Extreme discipline problems
5. Non-cooperation regarding YMCA policies, procedures, or philosophies.

PERSONAL PROPERTY

Children are to bring:

- A fitted crib sheet or king size pillow case (to put over their nap mat)
- A small crib size blanket
- A change of clothing (several if potty training)
- Diapers & wet ones if not potty trained (if using pull-ups, they must be velcro)
- Lunch if your child attends the full-day or a.m. program
- A back pack or draw string bag large enough to hold all of the above items

We will NOT be responsible for broken or lost toys brought from home.

SIGNING CHILDREN IN AND OUT

State law requires that whenever children are dropped-off or picked-up, parents must **go into the ECDC** and sign their full signatures on the sign in/out sheet. The staff uses these sheets to determine which children are at the site at any given time. We cannot be responsible for children unless they are signed in and out daily by an adult. There will be a \$5.00 fee assessed per missing signature. This fee also applies to Alternative Payment sign in and out sheets.

DROPPING CHILDREN OFF

When your child is dropped off at the center, you must walk your child back to his/her classroom and inform the teacher/staff member that your child is present. This is extremely important!

NOTICE TO PARENTS

Parents should check for any new information or notices each day when signing their child out. Your child will be assigned their own cubby in his/her classroom. It is important that you check your child's cubby for any classwork or school information upon pick-up/drop-off. Parents should also frequently check the "Parents Board," located in the office, for any information.

AUTHORIZATION TO PICK UP A CHILD

Only persons authorized in writing by the parents may pick up a child. This is for the child's protection. The staff will question anyone who is unfamiliar to them, check their I.D., and check the file for authorization. If the unfamiliar individual is not on the list, the child will not be released. If someone else is picking up your child, you can save them the trouble of being questioned if you notify us in writing. If custodial restraint is in effect parents must provide a copy of the court order. Otherwise, children may be released to the natural parent.

CLOTHING

If parents want their child to change into play clothes when he/she arrives, they should send a change of clothes (please mark all belongings). We will not limit a child's activities because of the type of clothing they are wearing.

WHAT HAPPENS IF MY CHILD NEEDS TO TAKE MEDICATION?

The Scheu Family YMCA of Upland will administer medication only under the following circumstances:

1. The medicine container has a current prescription label, which includes the child's name and has a current expiration date.
2. Aspirin, Tylenol, Sudafed, cough medicine, etc. (over the counter drugs) can only be administered with a physician authorization.
3. A medication form must be filled out and signed by a parent for each prescription to be administered at the center.
4. We will keep a note from the child's doctor on file to administer medications.

WHAT HAPPENS IF MY CHILD BECOMES ILL AT THE SITE?

If a child becomes ill, he/she will be isolated from the other children and cared for until a parent can pick the child up. Please be sure to keep the ECDC of any changes in work or emergency phone numbers. If a parent cannot be reached, we will contact someone on the child's authorization list.

WHAT HAPPENS IF MY CHILD BECOMES INJURED AT THE ECDC?

If a child is injured, the director or acting director will take whatever steps that may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to the following:

- 1) Attempt to contact the parent or guardian
- 2) Attempt to contact the parent or guardian through any persons listed on the emergency information in the child's file
- 3) If we cannot contact the parent or guardian, we will do any or all of the following:
 - a) Call an ambulance
 - b) Call a paramedic
 - c) Have the child taken to an emergency hospital in the company of a staff YMCA member

It is the sole responsibility of the parent or guardian to pay all doctor, hospital, and related fees. The Scheu Family YMCA of Upland is **NOT** responsible for such fees.

WHAT HAPPENS TO PERSONAL PROPERTY TAKEN TO THE SITE?

Please do not allow children to bring personal play items to the Early Childhood Development center.

YMCA PHILOSOPHY OF DISCIPLINE

We feel that discipline plays an important role in helping a child develop socially, emotionally, physically, and spiritually. It is also vital for his/her safety and physical well being and the well being of others.

We feel that positive discipline provides children with a predictable, stimulating environment with well-defined expectations and limits. *Self-correction and redirection of inappropriate behaviors are the two primary techniques used with children in YMCA programs.*

Discipline goes hand in hand with an attitude of mutual respect. We care about what children are feeling, not just what they are doing. We recognize that misbehavior is often a child's way of showing us something is wrong. In teaching appropriate behavior, it is always important to be sensitive to the developmental characteristics of particular age groups. We need to be realistic in what we expect from children, and *consistency is essential in disciplining a child.* A child cannot learn appropriate behavior from us if the message changes according to our moods.

As in any group activity, the inappropriate behavior of a few children can spoil the experience for the group. Therefore, the following steps of discipline apply to all children and will be used when necessary:

1. Discussion on a one-on-one basis with an adult
2. Restrictions from continuing activity
3. Discussion with the Site Director
4. Discussion with parent and staff

The YMCA believes strongly that children may not be allowed to hurt themselves or others. If this type of behavior occurs, it will be considered severe and any or all of the following steps will be taken:

1. Parent and Site Director will have a conference.
2. Child will be placed on a behavior contract.
3. Child will be suspended from the program.
4. Child will be discharged from the program.

Your help in keeping us informed about significant changes in your child's life that might impact his/her behavior would be appreciated. Please keep your emergency phone numbers and information up-to-date.

Feel free to ask for a conference with the director. We welcome this time for joint learning that can benefit you, your child, and our Childcare program.

Children found with weapons or dangerous objects are immediately terminated from our program.

EXPECTATIONS FOR PARENTS

We feel it is important that, as rolemodels, parents' behavior should be positive. If there is a problem with our program or with a staff person, we ask that parents contact the director or put their grievance in writing. By doing this, we will avoid any confrontations that might be uncomfortable for the children, other parents, and the staff.

Parents may not discipline children who are not their own at the childcare site.

Conduct in YMCA programs and facilities must be conducive to a diverse constituency where people of all ages and backgrounds feel welcome and safe. YMCA members and guests are expected to behave in a civilized manner towards one another and towards YMCA employees and volunteer staff at all times.

Let us help you!

- A. Please keep us informed about changes going on in your child's life that might affect his/her behavior.
- B. Let us keep you informed of your child's progress, on both good and bad days.
- C. Feel free to make an appointment with your child's Teacher, Site Director, or both to discuss any issues.
- D. Give us suggestions on effective means to encourage your child's positive behavior.
- E. Help us praise your child for a job well done.

REQUIREMENTS FOR SUPERVISION OF CHILDREN

Employed and Volunteer Staff's behavior and disciplinary steps with children must avoid all abusive actions as outlined in "Definition of Terms" section (Penal Code 11165). All Staff must also comply with the California Administrative Code, Title 22, Section 31240 which states, "Constructive methods of discipline must be used for maintaining group control and handling individual behavior. *Corporal punishment and other humiliating or frightening techniques are prohibited. Punishment must not be associated with food, rest or isolation.*"

ROLE OF COMMUNITY CARE LICENSING

Representatives of Community Care Licensing are entitled to interview both children and staff files at random and on request. They are entitled to interview staff, children, and parents when deemed necessary for purpose of complaint investigations. The Scheu Family YMCA of Upland fully cooperates with Community Care Licensing and supports their role in giving oversight to Childcare Centers.

EMERGENCY PREPAREDNESS

The Scheu Family YMCA of Upland wants you to become familiar with our Emergency Preparedness program. We live in an area where a major earthquake could happen. As parents and staff, we owe it to our children to be prepared, protect them, and ensure their survival in such an event. Our childcare sites store enough food and water for up to two days for the number of children and staff present at each site. If your child requires a special menu or medication please provide us with these items.

Emergencies can include but are not limited to:

1. Earthquake
2. Fire
3. Flood
4. Power outage
5. Terrorist attack
6. Hostage situation
7. Unsafe facility

In any of these events it is possible that your child may be relocated to a safer location. All parents will be notified if relocation is necessary.

HELPFUL INFORMATION

SCHEU FAMILY YMCA OF UPLAND

Early Childhood Development Center

Main Facility

1337 San Bernardino Road
Upland, CA 91786
(909)946-7049

Scheu Family YMCA of Upland

1325 San Bernardino Road
Upland, CA 91786
(909)946-6120

WAYS TO VOLUNTEER

The YMCA believes strongly in parent participation in our childcare program. We invite you to share your experience and help in providing special activities for the children. Please consider the list below and let the Site Director or Childcare Director know if you would like to volunteer in our Childcare program.

- Share your occupation.
- Help with art, cooking, experiments, or other projects.
- Share a bit of your culture.
- Come read or help with educational centers or share a specialized skill.
- Plan family events.
- Help with fundraisers.
- Help with field trips.

HEALTH AND SAFETY CODE 1597.07

WRITTEN POLICY STATEMENTS, SUBMISSION TO DEPARTMENT AND PARENTS OF CHILDREN: LIST OF PARENTS SERVED BY THE FACILITY

The department shall require of every licensee a written policy statement which shall include named and qualifications of all current employees, admission policies, program philosophy, the location and telephone number of the nearest local office responsible for child day care licensing, disciplinary practices and the licensee's policy and practice regarding preventive health care of children with non-life- endangering illnesses. The facility shall retain an affidavit signed by the parent or guardian of every child in the facility indicating he or she has read this statement. The licensee shall also provide to all parents, at the consent of the parents involved, a list of parents of children served by the facility.

(Added by Stats. 1984 c 1615, p. - -, 10.)

Facing The Facts:

A Parent's Guide to the Understanding of Child Sexual Abuse



What If You Discover Your Child Has Been Sexually Abused?

Children's reactions to being sexually abused differ greatly from child to child because of the child's age, his or her personality, the nature of offense, the offender's relationship to the child and adult reactions to the discovery of the abuse. Sometimes children do not appear overly upset by the abuse; often, they are confused or frightened by what they have encountered. You, as a parent, play an important part in how the abuse will affect your child both in the short and long term.







The following are some suggestions if you discover your child has been sexually abused:

- **Believe** your child; reinforce the fact her or she is **not** to blame for what happened.
- **Immediately** report the abuse to the proper authorities (see "Contacts and Services")
- **Assure** your child that you still love him or her.
- **Allow** your child to talk about the incident(s), but do not pressure him or her to do so.
- **Let your child know** that he or she will be protected from further assault. Protection of your child should be your **first** concern.
- **Seek medical care** if you suspect **any** sexual abuse may have occurred. Although children are rarely seriously damaged physically by sex offenders, internal injury may have occurred and the risk of a sexually transmitted disease must be considered. Discuss any possible medical complications with your physician.
- **Be aware** of your own feelings concerning the abuse. Although you may have many feelings including shock, anger and disbelief, make sure your child understands your feelings are not aimed at him or her.

Remember, you have the primary responsibility for your child's well-being. With a little time and effort you may prevent your child from being injured in an abusive situation.

STATE OF CALIFORNIA
George Deukmejian, Governor
HEALTH AND WELFARE AGENCY
Clifford L. Allenby, Secretary
DEPARTMENT OF SOCIAL SERVICES
Linda S. McMahon, Director
*This pamphlet may be reproduced
without written permission*



CONTACTS AND SERVICES FOR YOUR INFORMATION, THE FOLLOWING CHART SHOWS WHAT AGENCIES MAY ASSIST YOU IN SPECIFIC AREAS AS LISTED BELOW:	AGENCY TO TELEPHONE		
	POLICE OR SHERIFF	COUNTY DEPARTMENT OF CHILDREN'S OR SOCIAL SERVICES	STATE OR LOCAL DIVISION OF COMMUNITY CARE LICENSING
<ul style="list-style-type: none"> If you believe a child is being (or has been) abused by an individual (relative, friend)..... 		or	
<ul style="list-style-type: none"> If you believe a child has been assaulted by a stranger..... 			
<ul style="list-style-type: none"> If you believe a child is being (or has been) abused in a licensed day care setting (child care center, school, recreational facility, family day care home)..... 		and	
<ul style="list-style-type: none"> If you have any questions or complaints concerning the licensing, organization, staffing or programs of a licensed child care setting..... 			

Department of Children's Services Child Abuse Reporting Numbers

San Bernardino County

800-827-8724

909-384-9233

Los Angeles County

800-540-4000

Riverside County

800-442-4918

760-863-7210

Orange County

714-940-1000

Kern County

661-631-6011

The report must be made with the county in which the children reside. If you are not sure which county has jurisdiction over the residence address, call San Bernardino County's Child Abuse Hotline and a screener will assist you with making the report to the proper agency.

Just Sexual Abuse?

Be aware of other forms of abuse, especially if your child is left in the care of others. Make it a habit to examine your child's body. (This can be done in a casual manner while dressing or bathing.) Question any unusual marks, bruises, burns, welts etc.

While everyone should report suspected child abuse and neglect, the California Penal Code provides that certain professionals and laypersons **must** report suspected abuse to the proper authorities. The mandated reporters include:

Any Child Care Custodian (teachers, licensing day care workers, foster parents, social workers)

Medical Practitioners (physicians, dentists, psychologists, nurses)

Non medical Practitioners (public health employees, counselors, religious practitioners who treat children)

Employees of a child protective agency (sheriff, probation officers, county welfare department employees)

Failure to report suspected abuse by a mandated reporter (listed above) within 36 hours is a misdemeanor punishable by up to 6 months in county jail, a fine of not more than \$1,000 or both.

Sometimes parents have to face issues they would rather avoid.

What is Sexual Abuse?

The sexual abuse of a child occurs whenever any person forces, tricks or threatens a child in order to have sexual contact with him or her. This contact can include such "non touching" behaviors as an adult exposing himself or asking a child to look at pornographic material. It includes behaviors ranging from the sexual handling of a child (fondling), to actual genital contact, to intercourse, to violent rape. In all instances of child sexual abuse, the child is being used as an object to satisfy the adult's sexual needs or desires.

"Candy is my best friend I play at her house a lot. Today her daddy asked us to look at some pictures. They were nasty pictures of people with no clothes on. He said 'Doesn't that look like fun?' I didn't think so, but I said 'Yes'."

Who Gets Sexually Abused?

Any Child of any age is a potential victim of sexual abuse. Some important facts to keep in mind.....

- Although the majority of adults do not sexually assault children, most sexual abuse occurs with an adult the child knows and trusts.
- Most sexual abuse goes unreported and undetected.
- Although we do not have exact numbers, some studies have found that one out of every four girls and one of every ten boys become victims of child sexual abuse by the age of eighteen.
- Children often keep sexual abuse a secret.

"When Mommy goes to work, I stay at Mrs. Jenkins house. I wish I didn't have to. Mommy says Mrs. Jenkins is a real nice lady, but Mrs. Jenkin's son, Ralph, sometimes makes me do bad things. Yesterday he made me take off my underwear and he put his finger in my 'privates.' He said 'You better not tell'."

Children may keep a sexual assault a secret for many reasons. They may fear rejection, blame punishment or abandonment; they may think people won't believe them. Boys are less likely to report an abuse than girls.

The closer the relationship off the offender to the child, the less likely it is that the child will report the incident.

How Can You Determine If Sexual Abuse Has Taken Place?

First and foremost, if your children confide that they have been sexually assaulted, **believe them!** Children very seldom lie about such a serious matter. Also be ware that most sexual abuse does not result in the child being violently attacked or hurt physically. Often there is no physical evidence a child has been molested. Fondling, involvement in child pornography and oral sex usually present no physical signs of abuse. But, if a child has been physically harmed as a result of sexual abuse, the following may be signs of this occurrence:

- A discharge from the vaginal area or penis
- Injury to the genitals or anus
- Pain, itching or bleeding in the genital or anal area
- Discomfort in walking or sitting
- The discovery of a sexually transmitted disease.

Children, especially very young children, are many times unable to verbalize that they have been molested. The following are some indicators that sexual assault may have taken place:

- Nightmares and sleep disturbances
- Bedwetting
- Fear of certain places or certain people (such as a day care center or a friend)
- Loss of appetite
- Clinging to a parent more than usual
- Behaving as a younger child (such as an older child sucking his or her thumb)
- Unexplained changes in behavior at school, day care, or in relations with peers
- Withdrawal
- Acting out the abuse with dolls, friends, or through drawings
- Excessive masturbation

Keep in mind that although these are the most common signs of sexual abuse, there may be other cause for these changes. However, sexual abuse should not be ruled out as possibility.

What Can you Do to Prevent Sexual Abuse?

You teach your children many safety rules. You tell them to look both ways before crossing the street, what to do if they get hurt, not to talk to strangers and so on. Discussions relating to sexual abuse prevention can be included in this normal teaching process. Your children need not be made afraid or suspicious all adults order to accomplish this. You don't even have to talk to very young children about sex if you don't want to. Simply make your children aware that if someone touches them or does **anything** that makes them uncomfortable, they should report it to you or another adult they trust. You can teach your children they have the right to say "NO" if asked to do something that makes them uncomfortable, even if the person who asks is a relative or close friend. Use words your children understand. Let them know they can come to you to talk about anything that's upsetting to them. Answer any questions your children may have and be calm and matter - of - fact.

Other Things Parents Can Do To Lessen The Risk Of Sexual Abuse.

- Know where your children are and what they are doing.
- Know who is with your children. Get to know any adults or older children that have regular contact with your child.
- Check out fully any babysitters or day care providers. Ask for references and then check them. Do not use child care settings which prohibit drop-in visiting. Visit your child's day care facility frequently and observe the daily activities.
- Talk with your children about the day's activities. Be observant of anything they say or do that seems out of the ordinary.

"Uncle Bill Takes me lots of places and buys me ice cream and stuff. But sometimes I don't feel good when he makes me touch his 'thing'. I want to tell mom, but I'm scared she'd get mad."

**The West End YMCA's Policy
in reference to the American with Disabilities Act in child care programs**

1. The YMCA child care program welcomes all children. The YMCA child care program will provide services to children with disabilities or any special needs in the same manner as services are provided for other children of comparable age, to the extent it is reasonably able to do so.
2. The YMCA child care program has the obligation to ensure the physical and emotional safety of each of the children entrusted to its care. It is essential that all pertinent information about the child's needs be available to staff from the outset of enrollment and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, a parent is encouraged to disclose significant medical, physical or behavioral issues at the time of the child's enrollment and on an ongoing basis. All information provided will be kept as confidential as possible and used only for the purpose of establishing what, if any, reasonable accommodation may be provided.
3. The YMCA child care program does not provide one-to-one care as part of its group childcare service, except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to all children. The YMCA will consider a request for extra monitoring and supervision as a possible accommodation, to the extent that such additional monitoring or supervision does not result in a fundamental alteration to the nature of group childcare and the responsibilities that the YMCA child care program has for the safety and well-being of all its students.
4. If it is unclear whether the YMCA child care program can reasonably accommodate the unique needs of a child, we will arrive at a final decision by reviewing the circumstances on a case-by-case basis. Such review will be comprised of most, if not all, of the following steps, unless such process would not meaningfully contribute to a final decision:
 - The director will meet with the child and family.
 - The director will observe the child in the classroom setting, and speak with classroom staff.
 - The director will assess the staff person's ability to handle the various manifestations of the child's special needs, and consider whether additional training, the cost of which is not unreasonable, would be helpful.
 - The director will observe the child's adaptation to the group of children.
 - The director will discuss the child's needs with the YMCA staff with relevant experience and responsibilities.
 - A discussion of possible, necessary accommodations will be undertaken and those accommodations that are reasonable and do not fundamentally alter the nature of the group childcare service offered will be implemented.
 - If the child's attendance cannot be accommodated because the needed accommodations are unreasonable or alter the nature of the service, the parents will be informed without delay.
5. The YMCA child care program does not offer toileting assistance as part of its group childcare service. In general, mandated staff-student ratios and the Association's risk-management policies do not permit us to sequester one or more staff in a private area away from the group of children in order to perform this service. The YMCA child care program will consider a request for toileting assistance for a child as a possible accommodation.
6. The YMCA child care program will administer medications to children who have asthma, who experience allergic reactions, or require blood-glucose tests or supervision in the use of insulin pump equipment. Any other substitute foods for raising blood sugar, such as honey, or orange juice, or other food substance, will be maintained at the parents' request if we are reasonably able to do so. Parents of children with any potentially life-threatening illness or condition must be reachable (by phone, pager, or other device) at all times the child is at YMCA child care. The parents or other professionals sent by parents must train staff in the proper administration of such medications and must sign a waiver of liability from YMCA child care.
7. If it is determined that a child whose personal needs cannot be met in a group care setting through accommodations which are reasonable in policy, practicality and/or cost could potentially be successfully accommodated with a personal assistant not funded by the YMCA, an agreement with the YMCA child care program must be in place prior to such attendance. The agreement will provide that the personal assistant meets all applicable state standards for the type of services that the personal assistant will provide to the child; that the personal assistant will not be an employee or independent contractor of the YMCA; and that the personal assistant will be subject to the overall supervision of the YMCA child care program while he or she is present at YMCA child care.

The YMCA child care program states that each of its management staff has read this document and is familiar with the requirements of the ADA.

**SCHEU FAMILY YMCA OF UPLAND ECDC
ADMISSION POLICIES ACKNOWLEDGMENT**

It is our hope that this handbook has answered any questions you may have about the YMCA childcare. Your signature below indicates you have received, reviewed, and understand these policies. Any further questions you may have can be directed to the Site Supervisor, or Farzad Yektafar, Director of Branch Programs, at the Early Childhood Development Center at (909) 946-7049.

**WE BUILD STRONG KIDS,
STRONG FAMILIES,
STRONG COMMUNITIES . . .**

Thank you for your cooperation and help.

Parent's Signature

Date

*Please sign and return this page along with your child's registration packet.