2020-2021
YWCA
CHILDCARE PROGRAMS

PARENT HANDBOOK
Effective August 2020

AFTER-SCHOOL CARE • SUMMER CAMP
EARLY HEAD START • HEAD START • PRESCHOOL

PROVIDING EXCELLENT, LICENSED CARE FOR CHILDREN.

Phone: (806) 792-2723
3101 35th Street, Lubbock, TX 79413

Fax: (806) 792-0556
www.ywcalubbock.org
Welcome to YWCA Childcare!

Thank you for choosing the YWCA for your childcare needs. YWCA child care programs were established to provide structured and supervised enrichment activities for children of every age. We provide after-school care at elementary schools in cooperation with the Lubbock ISD and Lubbock Cooper ISD, mini camps, summer camp, Head Start, Early Head Start and preschool.

We are dedicated to providing quality care for your child. You can help by:
- reading this handbook and keeping it handy throughout the year;
- visiting your childcare site to learn about the daily routine; and
- meeting your child’s site director and other staff and providing them with knowledge about your child’s interests, fears, routines, frustrations, etc.

The on-site staff spends many hours a day with your child. The more they know about your child, the more individualized care they can provide.

YWCA staff is always willing to talk with you. Call the on-site number on the inside back cover or speak to a supervisor at (806)993-9922.

Parents will be notified of changes to any policies or procedures in their program through notices in newsletters and a new handbook annually. (6)

*Numbers in parenthesis throughout the handbook refer to the licensing minimum standard that must be referenced in a program’s policies.

FUNDING:

Funding for the YWCA after-school and preschool programs are provided by Texas Workforce Commission, Lubbock Area United Way, the CH Foundation, the Helen Jones Foundation, and the Community Development Block Grant.

Funding for the YWCA Summer and mini camps is provided by the City of Lubbock Community Development Funding, The CH Foundation, The Texas Workforce Commission (CCS), The Lubbock Area United Way, and The Helen Jones Foundation.

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Eligibility and Enrollment:

YWCA After-School Program:
Students Pre-K-5th grade are eligible to enroll. Four-year-olds who attend Lubbock ISD Pre-K or Head Start also are eligible. Care is available full-time (5 days a week) or on a part-time basis.

YWCA Summer Camp:
- Children who are 4 or 5 must have attended Pre-K or Kindergarten to enroll
- Camp will be held at YWCA on University at 6501 University Ave.
- Children who have attended middle school are not eligible to attend camp, but may be eligible for one of our youth programs: Y*100 or CYD. Call 806-993-9922 for more information.

Mini Camps:
- All children ages 4-12 are welcome. Children ages 4 & 5 must be currently enrolled in Pre-K or Kindergarten. Children ages 11 & 12 must not have attended middle school yet.
- Payment is due at the time of registration
- Spots are limited and first come first serve. Parent MUST call front desk at 806-771-0184 to register, EVEN IF YOU HAVE CCS. No spot is guaranteed until you have contacted the front desk.
- If you have a child in a YWCA Childcare Program, your account must be at zero balance before you may register for mini camp.
- Schedule of Mini Camps & registration dates are listed on the last page of the Parent Handbook

*Numbers in parenthesis throughout the handbook refer to the licensing minimum standard that must be referenced in a program’s policies.
Head Start, Early Head Start & Preschool:
Applications are accepted throughout the year. Families must complete a recruitment application and are notified when they have been accepted. At that time, additional enrollment forms must be completed. A parent/legal guardian of the child must sign the application and or other documents related to the child’s enrollment and program participation.

Families are asked to provide the following items to be kept at the center:
• A small blanket for child’s use during naptime (will be sent home every Friday to be washed and returned on Monday).
• A complete change of clothes, including socks, pants and shirt appropriate to the season is asked to be brought to school and kept in the cubby or a clear baggie.

When class sizes have reached their limit, new applicants will be placed on a waiting list. For more information, contact (806)993-9922.

Enrollment and Deadline:
Parents can register and make payments online-- just visit www.ywcalubbock.org/ywcare on your smart phone, tablet or computer! Computers are available for registration at our front desk at Sun ‘n Fun. **Children must be enrolled by close of business day before care begins. No same-day enrollment for after-school care.**

Upon enrollment, it becomes the responsibility of the parent/guardian to provide the Center with information on changes to:
• Parents/guardians personal/work phone numbers where they can be reached while their child is in care,
• Names and phone numbers of persons to contact in case of emergency,
• Home address and phone number,
• Persons authorized to pick the child up from the center,
• Child’s updated immunization record,
• Physicians health statement, showing that each child is able to be in care
• Changes in child’s health, medications, adaptive equipment, allergies, and/or diet,
• Changes in custody or visitation rights. A copy of any written court order must be provided.

*Parents are asked not to bring toys from home to the center. The center will not be responsible for lost or damaged toys.

Financial Information

**Payment Method Options:** The YWCA is committed to offering you great service and convenience, with simple, online payment options through the EZ Care Parent Portal [https://www.ezcaresoftware.com/parent-portal/](https://www.ezcaresoftware.com/parent-portal/)

If you would like help paying online or need a computer to use, the Sun ‘n Fun front office is open Monday-Friday 6 a.m. - 9 p.m. and Saturday from 7 a.m. - 6 p.m. **The weekly fee is due BY 3 P.M. SATURDAY BEFORE THE WEEK OF CARE. A receipt must be shown if the weekly fee is paid after.**

**Late Pickup Fees:** A late pick-up fee of $1/minute per child will be assessed beginning at 6 p.m. for each minute the child remains in our care. If contact cannot be made with you or an emergency contact by 6:30 p.m., the police department and Child Protective Services will be called. Consistent late pick-up is grounds for dismissal from the program. (2)

**Drop Dates:** A child WILL BE DROPPED from childcare every other Friday if fees have not been paid in full. All outstanding fees must be paid before the child will be re-enrolled.

**Fees:**
- After-school care full-time (4-5 days/week, 3:20-6 p.m.)...$55/week
- After-school care part-time: 1 Day .............................................$20
- After-school care part-time: 2 Days.................................$30
- After-school care part-time: 3 Days.................................$35
- Early Dismissal Days only (noon-6 p.m.).........................$25/day
- Mini-Camp (7:30 a.m.-6 p.m.)..............................................$30/day
- Re-enrollment Fee .................................................................$25 each

please see Termination section on the following page
- Summer Camp full-time (4 to 5 days/week).......................$130/week
- Early Head Start (Age: 6 weeks-1 year)..........................$150/week
- Early Head Start (Age: 1 year-3 years).............................$140/week
- Head Start/Preschool (Age: 3 years-5 years).....................$130/week
- Head Start After-School Care.............................................$55/week
- Returned Check .................................................................$25 each
- Declined ACH.................................................................$15 each

For each additional child enrolled, receive a $5/month discount for full-time care only. 
LISD & LCISD employees receive a $10/month discount for full-time only.

*Supplemented by CH Foundation and CDBG

**Financial Aid:** The YWCA of Lubbock is a CCS provider through the Texas Workforce Commission Child Care Services program. Apply online at [https://sql-web-srv.sworkforce.org/Forms/applications](https://sql-web-srv.sworkforce.org/Forms/applications)

YWCA scholarships are available on a first-come, first-served basis for families not eligible for CCS funds. The scholarship application is available on the YWCA website, a pay stub or tax return must accompany the completed application. Please call 806-993-9922 for any additional information.

*Numbers in parenthesis throughout the handbook refer to the licensing minimum standard that must be referenced in a program’s policies.*
Credit: if your child is ill, we encourage you not to send them to care until they are feeling better and have been fever-free for 24 hours. In order to receive a credit to your account due to an illness, the absence must be reported by phone call or email to your Center Director prior to the start of care on the day of the absence. YWCA childcare programs are not drop-in programs, the weekly fees will remain the same unless the absences are reported to your Center Director.

Termination: You must turn in a Notice of Withdrawal Form 7 calendar days before the last day of care to terminate child care and stop charges to your account. All notices must be submitted in writing to the YWCA Front Desk or by emailing finance@ywcalubbock.org or by filling out the withdrawal form on the YWCA website at https://tinyurl.com/ycd2z6r8. Phone calls and/or notices to the staff at your child’s school will not be considered as a notice of termination. Your account will continue to be charged until official termination notice is received. If you re-enroll your child within 4 weeks of terminating care, you will be charged a $25 re-enrollment fee.

If you are going to be out on vacation, please let our staff know. We will charge a $50 fee to hold your spot for 2 weeks or $100 fee for 4 weeks. This applies to all childcare programs.

Staff and Communication

Staff Training and Ratio: Each member of the YWCA childcare staff receives at least 15 hours of childcare training annually and is certified in first aid and CPR. All YWCA childcare programs child to staff ratio is lower than the state ratio.

YWCAre After-School Care | Absences, Late Notices, and Messages: Email absences.ywcare@ywcalubbock.org by 1:00 p.m. to ensure the site director receives your message about an absence or late arrival before YW-Care begins. Please note: YWCare is separate from your child’s school, please email or call the YWCA when you know that your child will not be attending.

Written Communication: You should personally give any hand-written instructions to a staff member. Children often forget to give a message to the staff, and the staff does not check backpacks for messages.

Verbal Communication: We encourage you to talk with your child’s site director on a daily basis to find out about your child’s day, achievements, behavior, mood, concerns, friends, etc.

Questions and Concerns: You may call the YWCA at (806) 993-9922 to speak to the YWCA Childcare Director to discuss any concerns or questions. To alleviate a complaint or concern, a conference call can be set up between you and YWCA staff, including the YWCA executive director. (16)

Parent Involvement: You are encouraged to be involved by:
- sharing your knowledge, talents, hobbies, etc., on site;
- visiting the site so your child can share with you his/her day, routines, friends, etc.; and/or
- volunteering for the Parent Advisory Committee, meeting twice a year to discuss issues, standards, program direction, staff training, etc. (17)(18)

Policies and Procedures:

Check-In for Summer Camp: Bring your child into the assigned classrooms between 7:30 and 8:00 a.m. for camp. The children are listed on the roll in alphabetical order by last name. You will need to find the child’s name and sign them in, complete with your signature and time. If you drop your child off after first rotations have begun, usually 8:00 a.m., you will need to find their group to sign in your child.

Check-In for After-School Program: Please inform your child’s teacher to direct your child to the YWCare after-school program. Your child will walk from his/her classroom to the area assigned for YWCare (i.e., gym or cafeteria). Children are expected to check in with the YWCA staff immediately after the dismissal bell. If your child is involved in any activity after school that will delay his/her check-in time, please provide written or verbal notice to the YW-Care staff before 1:00 p.m. If a child has not arrived when attendance is taken and no notice has been received, the YWCare staff will attempt to call you. If contact is not made, YWCare staff will begin a search with the assistance of school personnel and Lubbock ISD police if necessary.

Check-In for Preschool/Head Start Programs: Doors to the center open at 7:00am. Children must be signed in by 9:00am. After 9:00am, children will only be accepted until 10:00am with a doctor’s note. Clothing: We encourage parents to send their child to preschool in washable play clothes. Children will participate in activities in which they may get dirty. Each child should have an extra change of clothes labeled with his/her name. *Flip-flops, slippers, house shoes and shoes with heels can be a tripping hazard and MAY NOT be worn to preschool.

YWCA Childcare Pick-up Policy: Children will only be released to persons authorized by the parent/guardian AND who show appropriate picture identification. These persons must be listed in writing on the enrollment form and emergency pick-up form. It is the parent’s responsibility to inform staff of any changes to this information. Your child may not leave with a sibling, friend, or relative not on the list without your prior written notification. Please understand, THIS IS FOR YOUR CHILD’S SAFETY. Due to our current regulations,
parents will not be able to enter the facility except in the event of an emergency. Please call your childcare site and YWCA staff will meet you at the door with your child. Please remember to bring your driver’s license with you every day, as new or substitute personnel will need to make this check.

**Water Activities:** Water activities and field trips are part of the regular curriculum at Summer Camp. You must grant your child permission to participate on the enrollment form. Participation in special activities can be suspended due to behavioral problems. Parents will be notified 48 hours in advance of water activities such as splashing or wading pools and sprinkler play. Parents should provide appropriate clothes and a towel marked with child’s name.

**Transportation:** Transportation for field trips will be provided by the YWCA. The YWCA bus driver and all staff involved in transportation will be trained on transporting children and emergency evacuation procedures. Any time children are transported staff will bring any medication, medical information, parents contact sheets, a first aid kit, cell phone, and children sign in sheets. Children will not be allowed to be transported by the YWCA without parent permission except in the event of an emergency. Children under the age of three will not participate in field trips and will not be transported.

**Personal Items:** Children may not bring items from home to play with. TVs and VCRs/DVDs are available at Summer Camp sites to be used during quiet time and on bad weather days. If a child is using a cell phone or other electronic devices during camp or after-school care, it will be taken away by staff and returned to parents upon pickup. Swimming is a regular part of camp, so children should bring a swimsuit and towel. Children are encouraged to bring a backpack to carry their belongings. Because of the small amount of storage at each site, the YWCA will keep lost-and-found items only a few days. You should check lost-and-found often, and always immediately after an item is noticed missing. **The YWCA will not be responsible for lost, damaged, or stolen items.**

**Emergency Preparedness Plan:** In an emergency, the children and staff will be relocated to a safe location. Families will be notified that children have been moved and given the location to pick up their child. In the event that an actual emergency does not allow us to relocate children, families are asked to cooperate with instructions provided by the YWCA staff. (21)

**Meals & Snacks:** Nutritious meals are served to all children enrolled in camp and preschool. Snacks are provided for after-school care. YWCA childcare programs receive federal funding to serve meals that meet nutrition requirements established by USDA’s Child and Adult Care Food Program (CACFP). If you have any questions or concerns about food service, please contact us. Children with food allergies must have a written statement from their physician, stating the food(s) that should not be served to that child. The center will make appropriate substitutions for any food that a child cannot be served.

**Special Events/Birthday Parties:** We welcome the celebration of birthdays for children while in childcare. We also celebrate various holidays throughout the year with class parties. When providing food for any special event, please remember that these MUST be commercially prepared. Foods to be shared with all children must come to the Center in commercial packaging, with an ingredient label. This is to prevent a child from being served something to which they are allergic.

**Discipline/Guidance Policy:** The YWCA believes that children need age-appropriate, positive guidance for their behavior. The YWCA staff adheres to the following policy:

- Discipline is individualized and consistent, appropriate to the child’s level of understanding, and directed toward teaching the child acceptable behavior.
- Children will be praised and encouraged when they display positive behavior.
- Negative behavior will be redirected using positive statements.
- Children will be reminded of expected behavior with clear, positive statements.
- Children may need a brief, supervised separation from the group (timeout) when appropriate, limited to one minute per year of the child’s age.

The YWCA also expects parents/guardians to follow the center’s guidelines for discipline/guidance, with regard to their child, while in the Center or on Center premises.

**Gang-Free Zone:** YWCA childcare sites are gang-free zones. Under the Texas Penal Code, any area within 1,000 feet of a childcare site is a gang-free zone. Criminal offenses related to organized criminal activities are subject to harsher penalties.

**Smoking Policy:** Smoking is NOT allowed either inside or outside center premises, or on field trips, by either YWCA staff or parents/guardians.

**Bad Weather Policy:** There is the possibility that the YWCA will be closed during bad weather. When Lubbock Independent School District is closed...
for bad weather, the childcare center will be closed as well. If LISD delays the opening of school, the center will open at 30 minutes prior. If LISD is not in session and there is some question about whether the Center will be open, parents are encouraged to watch local news channels or go to the local news websites for information.

**Animals:** Parents will be notified in writing when animals will be present. Staff will ensure that animals do not create unsafe or unsanitary conditions and are not handled by children if the animals show signs of illness such as lethargy or diarrhea. Documentation of vaccinations and a statement of health from a local veterinarian will be maintained for dogs, cats, ferrets, and other animals except small rodents such as guinea pigs, mice, and hamsters. Children will not have contact with chickens; ducks; reptiles such as snakes, turtles, and lizards; and amphibians such as frogs and toads.

**Social Services:** The YWCA of Lubbock is committed to helping community members in times of need. If you need assistance with parenting skills, legal issues, medical, emotional, or physical issues, you may contact the Center Director or another YWCA staff member for support and information.

**Conflict of Interest:** YWCA employees are not allowed to perform any services for parents on non-working time that they normally perform during working hours. This means that staff cannot baby-sit children that are enrolled as clients in the Center.

**Vision and Hearing Screening (For Preschool Only):** The Texas Department of Health requires that children over the age of four, who are enrolled in licensed childcare, receive screening tests for vision and hearing. The Center will provide screenings each year for children over age four, and parents will be notified of any abnormal findings after the screening process.

**Custody of Children by Court Order:** Parents are encouraged to speak with YWCA Childcare staff regarding custody or other Court Orders affecting your child. If your child abides to a Court Order, please bring the official, certified order so that staff can make a copy and file it. All court order documentation will be kept in a black file folder, specific to each child. We cannot take an individual’s verbal or written instruction that violates the terms of a Court Order. If the Court Order changes, please provide a copy of the new Court Order so that we can meet the judicial terms.

YWCA of Lubbock permits individuals who have visitation right to be at the facility during the visitation period established in the Court Order. We cannot allow visiting parents to be at the facility if their presence conflicts with the Court Order. Please be advised that we will not accept the responsibility of supervising visitation. We can allow supervised visitation to take place at our facilities based on Court Order requirements.

**Medical Information:**

**Immunizations, Tuberculin Testing, Hearing and Vision Screenings:** Children’s immunizations must be kept up to date. You must certify on the enrollment form that immunization records, tuberculin testing results, and vision and hearing screenings are on file at your child’s school and provide the school’s name, address, and phone number. YWCAre and Summer Camp do not require any vaccinations for employees to be employed and work directly with children. However, the YWCA will offer and encourage flu vaccines to all employees who would like one. At this time the region does not require TB testing for employees.

**Medications:** If your child will require medication while at a YWCA childcare program, the medication must be in the original container, be labeled with the child’s name and date, include directions to administer the medication, and, if prescribed, the name of the physician. Staff will only dispense medication if the parent has completed and signed a Medication Form. Over-the-counter medication must be given as stated on the label directions or as amended by a physician with your written permission. Please complete a medication authorization form.

**Illness:** If your child is ill with fever, vomiting, lethargy, breathing difficulties, rash, symptoms of a communicable disease, or is unable to participate comfortably in activities, the child cannot attend YWCA childcare. If your child becomes ill while in our care, we will call you to pick up the child immediately. Please keep the phone numbers on your child’s enrollment form current. Every effort will be made to keep your child comfortable until your arrival. In case of onset of a critical illness, we will seek immediate medical attention from the physician listed on your child’s enrollment and contact you immediately.

**Emergency Care:** Every staff member receives training in first aid and CPR. For minor emergencies, we will provide first aid and contact you immediately for further instructions. For major emergencies, our staff immediately will provide first aid, contact 911 for medical response, and call you to advise where the child has been taken for care. Medical care is YOUR financial responsibility. The YWCA maintains liability insurance only to cover injury due to negligence.
Daily After-School Care Activities:
Curriculum: The curriculum has both educational and recreational components to provide a balanced program for children.

Enrichment Centers: The following enrichment centers offer your child a variety of opportunities for play: manipulatives, reading, dramatic play, art, games, puzzles, blocks, etc.

Outdoor Play: Outdoor play time is a daily requirement of Texas Child Care Licensing standards unless temperatures reach below 40°F. If over 100°F, outdoor play will be limited. Please dress your child accordingly. The YWCA will use playground equipment at the school sites.

Homework: The YWCAre schedule and curriculum is designed to assist children with homework and to supplement their in-class learning. There will be a scheduled time for all children to complete their homework during YWCAre. YWCAre staff will be available to assist and work with the children on getting their homework completed each day. In addition, YWCAre will use TEA curriculum to create supplemental lessons that will be presented once all homework has been completed.

Snacks: A healthy snack will be served each afternoon. If your child has special dietary needs, please bring medical verification so we can request snacks that meet those needs. Snacks may not be taken home.

Because the snacks are provided with funding from a federal program, U.S. Department of Agriculture policy prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and, where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual’s income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call (800)-795-3272 (voice) or (866)-632-9992 (TDD). USDA is an equal opportunity provider and employer.

Daily Summer Camp Activities:
Meals: Breakfast, lunch, and a healthy snack will be served each day. If your child has special dietary needs, please bring medical verification to the YWCA front office so we can request snacks that meet those needs.

To file a complaint of discrimination, write United States Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Enrichment Centers: The following enrichment centers offer your child a variety of opportunities for play: manipulatives, reading, dramatic play, art, games, puzzles, blocks, etc.

Outdoor Play: Outdoor play time is a daily requirement of Texas Child Care Licensing standards unless temperatures reach below 40°F. If over 100°F, outdoor play will be limited. Please dress your child accordingly. Tennis shoes are highly recommended. The YWCA will provide sunscreen and bug spray to children during the summer months. It will be applied each time the children are taken outside. Parents are welcome to send their child with their own sunscreen and bug spray if desired. The sunscreen that will be provided is Equate/Member’s Mark sport SPF 50 Continuous Spray, and the bug spray that will be provided is OFF! Deep Woods Insect Repellant.

Curriculum: The YWCA Summer Day Camp curriculum has both educational and recreational components to provide a balanced program for children.

Enrichment Centers: The following enrichment centers offer your child a variety of opportunities for play: manipulatives, reading, dramatic play, art, games, puzzles, blocks, etc.

Early Head Start:
Early Head Start is dedicated to helping your child grow and develop by milestones. Early Head Start families will only need to bring a change of clothing when your child is potty training and a blanket for nap time use. We will send home any dirty clothes throughout the week, and we will send home their blankets on Friday. Early Head Start does provide diapers and pull-ups to all children enrolled in the center.

We also provide aftercare for Early Head Start after 2:30p.m. to qualify we ask all parents to bring in a work/ school schedule, and apply for CCS or our Scholarship to help with the cost. Depending on your work/ school schedule we will decide if you meet the requirements for aftercare.

Head Start:
Head Start families are encouraged to keep a spare change of clothes onsite at all time, accidents can still happen even for 4 and 5 year olds. We ask you talk to your child’s teacher and see what they need every day at drop off. We also ask that you bring a blanket for nap time every Monday, and we will send it home every Friday.

We also provide aftercare for Head Start after 2:30p.m. For Head Start aftercare the fee is $55 a week, and payment must be paid on Friday for the following week. Parents can apply for CCS or our Scholarship program to help with the cost.
Discipline and Guidance Practices:

Discipline must be:
- individualized and consistent for each child;
- appropriate to the child’s level of understanding; and
- directed toward teaching acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Such methods include:
- using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
- reminding children of behavioral expectations by using clear, positive statements;
- redirecting behavior using positive statements;
- using brief, supervised separation or time out from the group when appropriate for the child’s age and development, limited to no more than one minute per year of the child’s age; and
- written reports, including behavior contracts, to inform and solicit your support.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
- corporal punishment or threats of corporal punishment;
- punishment associated with food, naps, or toilet training;
- pinching, shaking, or biting a child;
- hitting a child with a hand or instrument;
- putting anything in or on a child’s mouth;
- humiliating, ridiculing, rejecting, or yelling at a child;
- subjecting a child to harsh, abusive, or profane language;
- placing a child in a locked or dark room, bathroom, or closet with the door closed; and/or
- requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

Suspension
For a severe offense or for repeatedly breaking rules which results in harm to a child or the program, a one- to three-day suspension may be given.

The YWCA Childcare director will monitor all suspensions; participate in the reinstatement discussion with the staff director, counselor, you, and the child; and monitor progress reports after the child returns.

Withdrawal/Dismissal
A child may be dismissed from their childcare program for:
- endangerment to self, including running away from the facility and the need for restraint;
- endangerment to other children, including fighting, biting, and inappropriate touching;
- endangerment to staff, including biting, spitting, and physical retaliation;
- continuous and/or repeated disruptive behavior, including inappropriate language and disrespect for authority; and/or
- other issues at the discretion of the YW-CAre director.

Families may be dismissed from the program for:
- non-payment of program fees or late pick-up fees;
- late pick-up pattern;
- inappropriate behavior such as (but not limited to) use of alcohol, guns, language, or threats to staff; and/or
- disciplining a child other than their own, such as by (but not limited to) correcting, threatening, or scolding.

2020-2021 Calendars
YW-CAre follows the Lubbock ISD and Lubbock Cooper ISD calendar. Hours of operation are from 3:20-6:00 p.m. except for Early Dismissal Days, which begin at noon. All children must be picked up each day by 6:00 p.m. to avoid late pick-up fees.

In case of severe weather, YW-CAre is closed if the school districts are closed. If school is released early due to weather, you are expected to pick up your child as soon as possible. Please check YWCA and local media sites for weather closures and delays.

Please see 2020-21 after-school care and mini camp calendars on next page.
### Lubbock ISD
#### After-School Care & Mini Camp Calendar:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>YWCAre Hours</th>
<th>Mini Camp Registration Opens:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 17</td>
<td>School Begins</td>
<td>3:20-6:00pm</td>
<td></td>
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<tr>
<td>Sep. 7</td>
<td>Labor Day</td>
<td>CLOSED</td>
<td></td>
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<tr>
<td>Sep. 24</td>
<td>Early Dismissal</td>
<td>Noon-6:00pm</td>
<td></td>
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<tr>
<td>Sep. 30</td>
<td>Early Dismissal</td>
<td>Noon-6:00pm</td>
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<tr>
<td>Oct. 5</td>
<td>Development Day</td>
<td>CLOSED Mini Camp Offered</td>
<td>Sep. 14</td>
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<tr>
<td>Oct. 12</td>
<td>Development Day</td>
<td>CLOSED Mini Camp Offered</td>
<td>Sep. 14</td>
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<td>Nov. 23-24</td>
<td>Thanksgiving Break</td>
<td>CLOSED Mini Camp Offered</td>
<td>Oct. 19</td>
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<td>Nov. 25-27</td>
<td>Thanksgiving</td>
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<td>Dec. 18</td>
<td>Early Dismissal</td>
<td>Noon-6:00pm</td>
<td></td>
</tr>
<tr>
<td>Dec. 21-23</td>
<td>Winter Break</td>
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</tr>
<tr>
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</tr>
<tr>
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<td>New Year Holiday</td>
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</tr>
<tr>
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<td>New Year Break</td>
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<td>Nov. 30</td>
</tr>
<tr>
<td>Jan. 6</td>
<td>YWCAre Resumes</td>
<td>3:20-6:00pm</td>
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<tr>
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<td>M.L King Day</td>
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<td>Dec. 28</td>
</tr>
<tr>
<td>Feb. 15</td>
<td>Development Day</td>
<td>CLOSED Mini Camp Offered</td>
<td>Jan. 25</td>
</tr>
<tr>
<td>Mar. 1</td>
<td>Development Day</td>
<td>CLOSED Mini Camp Offered</td>
<td>Feb. 1</td>
</tr>
<tr>
<td>Mar. 15-19</td>
<td>Spring Break</td>
<td>CLOSED Mini Camp Offered</td>
<td>Feb. 15</td>
</tr>
<tr>
<td>Apr. 2</td>
<td>Good Friday</td>
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<td></td>
</tr>
<tr>
<td>May 28</td>
<td>Early Dismissal/ Last Day of YWCAre</td>
<td>Noon-6:00pm</td>
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</tr>
</tbody>
</table>

**TO REGISTER FOR MINI CAMPS**
**CALL 806-993-9922**

### Lubbock Cooper ISD
#### After-School Care & Mini Camp Calendar:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>YWCAre Hours</th>
<th>Mini Camp Registration Opens:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 19</td>
<td>School Begins</td>
<td>3:20-6:00pm</td>
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<tr>
<td>Sep. 7</td>
<td>Labor Day</td>
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<tr>
<td>Oct. 12</td>
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<td>Sep. 14</td>
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<td>Nov. 9</td>
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<td>Oct. 19</td>
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<tr>
<td>Nov. 23-24</td>
<td>Thanksgiving Break</td>
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<td>Oct. 19</td>
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<td>Nov. 25-27</td>
<td>Thanksgiving</td>
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**SUMMER CAMP BEGINS JUNE 1, 2021**
**SUMMER CAMP WILL BE CLOSED JULY 4 FOR INDEPENDENCE DAY**
YWCA Childcare Contact Information

Each YWCA Childcare site is licensed as a childcare center by the Texas Department of Family and Protective Services. The minimum standards for Licensed Child Care Centers are available at each site for review as well as the most recent licensing inspection report. You may contact the local licensing office by calling (806) 698-5510. The TDFPS child abuse hotline number is (800) 252-5400, or you may visit TDFPS online at www.txchildcaresearch.org. (19) (20)

YWCAre and Day Camps:
To report an absence, please email absences.ywcare@ywcalubbock.org

YWCare/Camp Director (806)776-9718

YWCA Childcare Contact Information

YWCAre After-School Program Contacts:
In case of an emergency or to get a message to the staff during YW-CAre hours, please call the number for your child’s YW-CAre site listed below.

All area codes are (806).
Alderson __________________ 781-9566 McWhorter __________________ 632-3665
Bayless_____________________ 778-5160 Miller _______________________ 632-9710
Bean _____________________ 632-1667 Overton _____________________ 632-0717
Brown ____________________ 781-7486 Parsons ____________________ 778-5174
Centennial _________________ 632-1284 Ramirez ____________________ 778-5161
Condra _________________ 778-8294 Roberts ___________________ 632-2428
Cooper Central ___________ 319-4053 Rush ______________________ 632-6093
Cooper East ______________ 319-4060 Smith ______________________ 778-5163
Cooper South ______________ 778-5164 Stewart _________________ 632-2703
Cooper West ______________ 474-3011 Waters _____________________ 778-5167
Ervin _____________________ 781-9494 Wester _____________________ 778-5168
Harwell ____________________ 778-8371 Wheelock _________________ 632-6152
Hodges ____________________ 781-7492 Williams__________________ 778-5170
Honey ____________________ 781-7483 Wilson _____________________ 781-2877
Jackson ____________________ 778-5158 Wolffarth ________________ 632-6164
Maedgen___________________ 781-7491

Headstart/Early Headstart Contact Information

Directors:
(806)776-9752
(806)776-9734
(806)776-9741
The YWCA of Lubbock impacts lives daily and advances the power of women and diversity to strengthen our community.

CHILDREN AND YOUTH

Eearly Head Start (ages 6 weeks to 3 years)
Head Start & Preschool (ages 3 to 5)
YWCAre After School (ages 4-12)
Summer and Mini Camps (ages 4-12)
Y-100 & CYD (Middle School ages 13-15)
Special Needs

HEALTH & WELLNESS

Women’s Health Initiative
Fitness (exercise classes, weight room, gymnasium, racquet ball, climbing wall)
Aquatics (Talkington YWCA Sun ‘n Fun outdoor aquatics center, swim lessons, certification classes, lap and family swim)

COMMUNITY

The Legacy Event Center
Women of Excellence
Father Daughter Dance
Lemonade Day
Wine Women & Shoes

The YWCA of Lubbock is an equal opportunity agency. No person shall, on the grounds of race, color, disability, sex, age, national origin, political belief, or religion, be excluded from participation, be denied benefits, or be otherwise subject to discrimination. If you believe you have been discriminated against, contact immediately the YWCA management staff or write immediately to: Director, Civil Rights Department, Texas Department of Human Services, P.O. Box 149030, Austin, TX 78714-9030.

The YWCA is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.

Phone: (806) 993-9922
Fax: (806) 792-0556
www.ywcalubbock.org