

**2021-2022 YWCA Childcare**

**PARENT  
HANDBOOK**

**YWCA IS ON A MISSION**

# YWCA CHILDCARE CONTACT INFORMATION

For absences to all programs, email  
[absences.ywcare@ywc Lubbock.org](mailto:absences.ywcare@ywc Lubbock.org)

For questions about your account or billing,  
call (806) 776-9750  
or email  
[finance.ywcare@ywc Lubbock.org](mailto:finance.ywcare@ywc Lubbock.org)

## **Childcare Directors**

Regina Culver, Director of Education . . . . . (806)-776-9752  
Arcadio Vasquez, Childcare Administrator . . . . . (806)-776-9734  
Rosa Sandoval, Preschool Director . . . . . (806)-776-9741  
Mini and Summer Camp Director . . . . . (806)-776-9756  
Elementary YW-Care After-school Director . . . . . (806)-776-9718

*In case of an emergency or to get a message to the staff during  
YW-Care after-school hours, please call the number for  
your child's YW-Care site listed below.*

Bayless . . . . . (806) 778-5160  
Bean . . . . . (806) 632-1667  
Brown . . . . . (806) 781-7486  
Centennial . . . . . (806) 632-1284  
Condra . . . . . (806) 778-8294  
Cooper Central . . . . . (806) 319-4053  
Cooper East . . . . . (806) 319-4060  
Cooper South . . . . . (806) 778-5164  
Cooper West . . . . . (806) 474-3011  
Ervin . . . . . (806) 781-9494  
Harwell . . . . . (806) 778-8371  
Hodges . . . . . (806) 781-7492  
Honey . . . . . (806) 781-7483  
Maedgen . . . . . (806) 781-7491  
McWhorter . . . . . (806) 632-3665

Miller . . . . . (806) 632-9710  
Overton . . . . . (806) 632-0717  
Parsons . . . . . (806) 778-5174  
Ramirez . . . . . (806) 778-5161  
Roberts . . . . . (806) 632-2428  
Roscoe Wilson . . . . . (806) 781-2877  
Rush . . . . . (806) 632-6093  
Smith . . . . . (806) 778-5193  
Stewart . . . . . (806) 632-2703  
Waters . . . . . (806) 778-5167  
Wester . . . . . (806) 778-5168  
Wheelock . . . . . (806) 632-6152  
Williams . . . . . (806) 778-5170  
Wilson . . . . . (806) 781-2877  
Wolfarth . . . . . (806) 632-6164

# WELCOME TO YWCA CHILDCARE

Thank you for choosing the YWCA for your child care 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 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 & keeping it handy throughout the year;
- visiting your childcare site to learn about their 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 opposite page 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. \*746.501(a)(6)

## FUNDING

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

Funding for the YWCA Summer and Mini-camp is provided by The Texas Workforce Commission (CCS), The Lubbock Area United Way and The Helen Jones Foundation.

# AT A GLANCE

*A brief summary of the most commonly referred to policies*

- Payment is due every Friday for the upcoming week (in advance). Your account will be suspended until payment is received if tuition remains unpaid. An alternative form of childcare will need to be arranged during this time. Once payment is received, your care will continue as normal.
- Mini camps have limited space. It's advisable to register in advance. Payment for mini camps is due within 24 hours of receiving your invoice after registration. If payment is not received, your registration will be canceled.
- Each YWCA childcare program requires a separate enrollment. Enrolling in one does not enroll you in another. (Example: enrolling in the after-school program does not enroll you in mini camps.)
- The YWCA does not offer drop in care services. Once enrolled, payment is due weekly, regardless of attendance unless advance notice is submitted to [absences.ywcare@ywc Lubbock.org](mailto:absences.ywcare@ywc Lubbock.org).
- You must submit a withdrawal form if you wish to stop using any of our childcare services. For full credit, the form must be submitted 7 days prior to your intended last day of care. The withdrawal form is found at [ywc Lubbock.org](http://ywc Lubbock.org) under the “Childcare & Youth Programs” tab. Phone calls & verbal notices to staff will not be considered as notice of termination. **BILLING WILL CONTINUE UNTIL THE FORM IS RECEIVED BY THE YWCA.**
- Parents are responsible for notifying the YWCA of any & all changes (such as phone number, address, pick up persons, etc.) to their account. Submit these changes to [finance.ywcare@ywc Lubbock.org](mailto:finance.ywcare@ywc Lubbock.org).
- Allergy Forms- If your child is allergic to certain foods; you must list it on the enrollment form. Our state licensing regulations require documentation from your pediatrician stating the type of reaction your child will experience and an action plan for staff to follow in the event your child encounters the food or allergen.
- Medication Forms- If your child requires medication that must be administered while your child is in our care, please complete a Medication Form. Medication must be in the original packaging and accompanied by the prescription. You can obtain the Medication Form from your child's YWCA teacher or from our website, [ywc Lubbock.org](http://ywc Lubbock.org).
- If your child is going to be out for a full week there is a \$25 holding fee. To notify us, you will complete the Vacation Request Form found at [ywc Lubbock.org](http://ywc Lubbock.org) under the “Childcare & Youth Programs” tab.
- Please do not send any toys or electronics to care with your child. The YWCA is not responsible for lost or damaged property.

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

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

### YWCAre After-School Program

- Students between the ages of 4-12 and enrolled in Pre-K to 5th grade are eligible to enroll.
- Care is available full-time (4-5 days a week) or on a part-time basis (1 to 3 days a week), however we do not offer “drop in care”.

### YWCAre Summer Camp

- All children ages 4-13, grades Pre-K to 6th are welcome.
- Camp will be held at the YWCA on University at 6501 University Avenue for ages 4-9 and limited spots for ages 10+ will be at our Sun N Fun location at 6204 Elgin Avenue.
- Children who have attended middle school and are too old for Summer Camp, may be eligible for our CYD (Community Youth Development) Program. Call (806) 993-9922 for more information.

### Mini Camps

- All children ages 4-12 are welcome (4 year olds must be enrolled in a Pre-K).
- Spots are limited and first come, first serve.
- A Schedule of Mini Camps is listed on [pages 26-28](#) of this Parent Handbook.

### Head Start, Early Head Start & Preschool

- Applications are accepted throughout the year.
- Children ages 6 weeks to 2 years may apply for Early Head Start
- Children ages 3 to 5 years may apply for the Head Start program
- Children ages 6 weeks to 5 years may enroll in *private pay* preschool
- SPCAA (South Plains Community Action) makes all enrollment decisions for Head Start & Early Head Start.

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

### After-school Care

Enrollments are taken throughout the school year online at our website [ywcalubbock.org](http://ywcalubbock.org). Computers are available for registration at our front desk if needed. **No same day enrollments.** There is a \$20 registration fee due at the time of enrollment. The registration fee is non-refundable and will be applied to your first week's tuition.

### Mini Camps

- Parents MUST complete the Mini Camp Online Registration Form to register, even if you have CCS. No spot is guaranteed until you have completed the form and submitted necessary payment. The form is found at [ywcalubbock.org](http://ywcalubbock.org).
- If you have a child in a YWCA Childcare Program, your account must be at zero balance before you may register for mini camp
- All registrations must be submitted the Friday prior to the day of camp, no later than 3pm.
- All cancellations must be submitted by 6 p.m. on the Wednesday prior than the day of camp to receive a credit or refund.
- A Schedule of Mini Camps, and when registration opens, is listed on pages 26-28 of this Parent Handbook.

### Summer Camp

- Enrollment opens every year on the first day of Spring Break.
- Parents MUST complete the Summer Camp Online Registration Form to register. No spot is guaranteed until you have completed the form and submitted necessary payment for your first week of camp. The form is found on our website, [ywcalubbock.org](http://ywcalubbock.org).
- If you have a child in a YWCA Childcare Program, your account must be at zero balance before you may register for camp
- All cancellations must be submitted 7 days prior to the first day of camp to receive a credit/refund.

### Preschool, Early Head Start & Head Start

- Families must complete a recruitment application with an SPCAA Family Support Worker and SPCAA will notify them when they are 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.
- Those interested in enrolling for a Private Pay Preschool position may complete the form on our website to begin the enrollment process ([ywcalubbock.org](http://ywcalubbock.org)).

**Payment Method Options**

- Cash
- Debit or Credit Card
- Automatic Draft
- Tuition Express online portal and convenient phone App

**Weekly tuition is due BY 3 P.M. FRIDAY BEFORE THE WEEK OF CARE.**

**Late Pickup Fees**

A late pick-up fee of \$1/minute per child will be assessed beginning 1 minute after the close of your child's registered program (6 p.m. for camps & after school & 2:30 for Early head Start & Head Start). If contact cannot be made with you or an emergency contact by 30 minutes after the program has closed, the police department and Child Protective Services must be called per our regulations. Consistent late pick-up is grounds for dismissal from the program.

**Unpaid Tuition**

Care will be suspended for the upcoming week should tuition remain unpaid at 3pm on Friday. Once the account has been paid in full, care will continue as normal.

**Fees**

After-school care full-time (4-5 days/week) . . . . .	\$55/week
After-school care part-time: 1 Day . . . . .	\$20/week
After-school care part-time: 2 Days . . . . .	\$30/week
After-school care part-time: 3 Days . . . . .	\$40/week
Early Dismissal Days only (noon - 6 pm) . . . . .	\$25/day
Mini-Camp (7:30 am-6 pm) . . . . .	\$30/day
Summer Camp (7:30 am - 6 pm, Mon-Fri) . . . . .	\$140/week
Early Head Start (Age: 6 weeks-1 year) . . . . .	\$160/week
Early Head Start (Age: 1 year-3 years) . . . . .	\$150/week
Head Start/Preschool (Age: 3 years-5 years) . . . . .	\$140/week
Declined ACH payment . . . . .	\$25 each
Registration fee (applied to 1st week's tuition) . . . . .	\$20/enrollment

*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.*



## **Financial Aid**

- YWCA of Lubbock is a CCS provider through the Texas Workforce Commission Child Care Services program. Apply online: <https://workforcesouthplains.org/child-care-services/for-parents/applying/>
- YWCA scholarships are available on a first-come, first-serve basis. The scholarship application is available at [ywcalubbock.org](http://ywcalubbock.org).
- a pay stub or tax return and your CCS Denial or Wait List Letter must accompany the completed application and can be submitted to [finance.ywcare@ywcalubbock.org](mailto:finance.ywcare@ywcalubbock.org).

## **Billing Adjustments**

YWCA childcare programs are not drop-in programs; the weekly fees will remain unchanged, regardless of attendance, unless prior arrangements have been made with the finance department at [finance.ywcare@ywcalubbock.org](mailto:finance.ywcare@ywcalubbock.org)

## **Termination of Care**

You must submit a withdrawal form if you wish to stop using our childcare services. The form must be submitted seven (7) days prior to your intended last day of care. The withdrawal form is found at [ywcalubbock.org](http://ywcalubbock.org) under the “Childcare & Youth Programs” tab. Phone calls & verbal notices to staff will not be considered as notice of termination. Billing will continue until a withdrawal form is received by the YWCA.

Children are automatically withdrawn from each program based on the schedules below and a new enrollment will be required:

- Head Start (including private pay) – On the last scheduled day of school
- After-school Care – On the last scheduled day of school
- Summer Camp – On the last scheduled day of camp

## **Vacation & Holding Fees**

If you are going to be on vacation, please let us know by completing a Vacation Request Form. You will find this form at [ywcalubbock.org](http://ywcalubbock.org) under the “Childcare & Youth Programs” tab. There is a \$25.00 holding fee for each week your child is absent.

### **Staff Training & 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 maintain a child to staff ratio that is lower than the state ration requirements.

### **After-School Care**

Absences, Late Notices, and Messages: send an email to [absences.ywcare@ywcalubbock.org](mailto:absences.ywcare@ywcalubbock.org) before care begins to ensure the site director receives your message in advance.

### **PLEASE NOTE**

If your child attends the after-school program at an LISD or LCISD school, you must report the absence to the school **AND** to the YWCA, as we are separate entities.

### **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 do 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 to speak with your child's program director to discuss any concerns or questions. A contact list of all program director's phone numbers may be found on the inside cover of this handbook. To alleviate a complaint or concern, a conference call can be set up between you and YWCA staff, including the YWCA division director.  
\*746.501(a)(20)

### **Parent Involvement**

You are encouraged to be involved by:

- sharing your knowledge, talents, hobbies, etc., on site;
- visiting the site at any time within the YWCA's hours of operation so your child can share with you his/her day, routines, activities, friends, etc. No prior approval or appointment is needed \*746.501(a)(21),(b)(1)

Upon enrollment, it becomes the responsibility of the parent/guardian to provide the Center with information about 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, (applies to Preschool programs only)
- Physicians health statement, showing that each child is able to be in care, (applies to Preschool programs only)
- 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. Once the orders expire, new ones must be provided. YWCA staff will follow the most recent court documentation provided to us.

**Please submit the above changes to [finance.ywcare@ywcalubbock.org](mailto:finance.ywcare@ywcalubbock.org).**

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

### 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 on the enrollment 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. YOU MUST** bring your driver's license with you every day, as new or substitute personnel will need to make this check, before releasing the child. \*746.501(a)(2)

### Water Activities

Water activities and field trips are part of the regular curriculum at Summer Camp. In order for your child to participate, be sure to mark our approval on the enrollment form. Participation in special events can be suspended due to behavioral issues. 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 the child's name. \*746.501(a)(15)

### 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 except in an emergency. \*746.501(a)(14)(16)

### Personal Items

Children may not bring items from home to play with. This includes but is not limited to stuffed animals, cars, trading cards, slime & fidget spinners. **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.** 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 is not responsible for lost, damaged, or stolen items.

### Weather Policy

There is a possibility the YWCA will delay or be closed during inclement weather. Notices of closures will be announced through multiple means of communication such as the YWCA website, app and Facebook page.

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

## **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 the 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 that includes the food(s) that should not be served to that child, the type of reaction the child has to the food, and an Action Plan detailing steps the YWCA will take should your child come in contact with the food. The center will make appropriate substitutions for any food that a child cannot be served, though options may be limited.
- We are a nut free facility.
- 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.

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 (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer. \*746.501(a)(10)

## **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.\*746.501(b)(2)

## **Smoking Policy**

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

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

### **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.

### **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. \*746.501(a)(17)

### **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 any YWCA program.

### **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 is kept on site, in a file 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. Once the orders expire, new ones must be provided. YWCA staff will follow the most recent court documentation provided to us.

YWCA of Lubbock permits individuals who have visitation rights 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.

### **Sleep Safe**

The YWCA follows the Safe Sleep practices set by the Texas HHSC for all children ages birth through 12 months of age. Parents of children enrolling at the YWCA within this age group are provided additional documentation upon enrollment. \*746.501(a)(9)

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

### **Immunizations, Tuberculin Testing, Hearing & Vision Screening**

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. After-school 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.

\*746.501(a)(11)(28)

### **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. Early Head Start and Head Start will also require a doctor's note. Staff will only dispense medication if the parent has completed and signed a Medication Form. Medications taken twice a day should be administered at home, before and after care. 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.\*746.501(a)(4)

### **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. Should your child become 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 forms and contact you immediately.\*746.501(a)(3)

### **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.\*746.501(a)(5)

### **Vision and Hearing Screening (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.\*746.501(a)(12)

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

YWCA Early Head Start is dedicated to helping your child grow and develop by milestones. The YWCA uses the Frog Street curriculum in our Early Head Start classrooms.

## What to Bring

- A change of clothing in case of an accident

## The YWCA Will Provide

- Diapers/pull ups and wipes
- A blanket will be provided for nap time
- Formula – if your child requires a specific brand or kind of formula, a doctor’s note will be required.
- Age appropriate solid foods will be provided - please no outside food or drink
- Refrigerated storage for breast milk. Make sure your milk is labeled with your child’s name & dated pumped.  
A private office or space within the classroom is available if you wish to breastfeed your child at the center.  
\*746.501(a)(25)

## Check-In

Doors to the center open at 7 am. Children must be signed in by 9 am. Children will be accepted until 11 a.m. with a doctor’s note and parents must email [absences.ywcare@ywcalubbock.org](mailto:absences.ywcare@ywcalubbock.org) to inform us of the child’s late arrival.

## Pick Up

The Early Head Start day ends at 2:30 pm. For parents that provide a current school or work schedule showing a need for care past 2:30 pm, the YWCA will provide care until 6pm. For Private Pay Early Head Start parents, care until 6 pm is included in your weekly tuition.

## 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. Children age 12 months and older should have shoes. Flip-flops, slippers, house shoes and shoes with high heels can be a tripping hazard and MAY NOT be worn to preschool. Sandals with a secured back strap may be worn.

## Indoor and Outdoor Physical Activity

Physical Activity is beneficial for all developing youth by allowing them to increase their physical strength, cardiovascular health, and provide them with opportunities to practice their fine and gross motors skills. To promote this, all children will have opportunities to participate in indoor and outdoor activities for at least 60 minutes daily to help facilitate those benefiting skills. During the Early Childhood day children will have opportunities for unstructured physical activity including playground equipment, child-initiated games, and space for walking and running at their leisure. Structured activities are built into the educational curriculum and are led by the caregivers. The Y on University has an outdoor space with a playground and access to several different POD areas within the building. As all operations have an indoor play option, physical activity will not be limited due to extreme weather circumstances.\*746.501(a)(18)

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

YWCA Head Start is dedicated to helping your child grow and meet developmental milestones. The YWCA uses the Frog Street curriculum in our Head Start classrooms.

### **What to Bring**

- A complete change of clothing, including socks, in case of an accident

### **The YWCA Will Provide**

- Fun, age-appropriate curriculum and activities
- Breakfast and lunch
- Afternoon snack-Please no outside food or drink
- A blanket will be provided for nap time.

### **Check-In**

Doors to the center open at 7 a.m. Children must be signed in by 9 a.m. Children will be accepted until 11 a.m. with a doctor's note and parents must email [absences.ywcare@ywc Lubbock.org](mailto:absences.ywcare@ywc Lubbock.org) to inform us of the child's late arrival.

### **Pick Up**

The Head Start day ends at 2:30pm. Children should be promptly picked up at or before this time. There is a Late Pick Up fee for each additional minute past 2:30pm that your child remains at the center.

### **After-school Care**

Should you need childcare past 2:30pm, you may enroll in the Head Start after-school program and pay the weekly fees. To enroll, you will need to complete the registration form found at [ywc Lubbock.org](http://ywc Lubbock.org) under the "Childcare & Youth Programs" tab.

### **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. Flip-flops, slippers, house shoes and shoes with high heels can be a tripping hazard and MAY NOT be worn to preschool. Sandals with a secured back strap may be worn.

### **Indoor and Outdoor Physical Activity**

Indoor and Outdoor Physical Activity is beneficial for all developing youth by allowing them to increase their physical strength, cardiovascular health, and provide them with opportunities to practice their fine and gross motor skills. To promote this, all children will have opportunities to participate in indoor and outdoor activities for at least 90 minutes daily to help facilitate those benefiting skills. During the Head Start day children will have opportunities for unstructured physical activity including playground equipment, child-initiated games, and space for walking and running at their leisure. Structured activities are built into the educational curriculum and are led by the caregivers. The Y on University has an outdoor space with a playground and access to several different POD areas within the building. As all operations have an indoor play option, physical activity will not be limited due to extreme weather circumstances. \*746.501(a)(18)

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



The YW-Care curriculum has both educational and recreational components to provide a balanced program for children. After-school care is provided at your child's school in either the cafeteria or gym.

## **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 & Indoor Play**

Indoor and Outdoor Physical Activity is beneficial for all developing youth by allowing them to increase their physical strength, cardiovascular health, and provide them with opportunities to practice their fine and gross motor skills. To promote this, all children will have opportunities to participate in indoor and outdoor activities for at least 30 minutes daily to help facilitate those benefiting skills. During YWCare children will have opportunities for unstructured physical activity including playground equipment, child-initiated games, and space for walking and running at their leisure. Structured activities are built into the educational curriculum and are led by the caregivers. Each operation has an outdoor space with a playground and access to either the gym or cafeteria. YWCare encourages children to dress in clothes that allow them to run and participate freely, and closed toe shoes are recommended for these activities. . \*746.501(a)(18)

## **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. YW-Care staff will be available to assist and work with the children on getting their homework completed each day. In addition, YWCare will use educational 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.

## **Early Dismissal Days**

When Lubbock ISD and Lubbock-Cooper ISD have noon dismissal, YWCare will arrive at the schools prior to the final bell.

## **Procedural Operation Information for Children under the Age of 5**

### ***Transition Supervision***

YWCAre staff conduct a headcount before and after every transition as well as a count every 20 minutes. Upon being signed into the program, children will be under constant supervision, including transitions, to and from bathrooms, playground, etc.

### ***Meeting Unique Needs of Individual Children***

All YWCAre staff receive training for developmentally appropriate characteristics and developmentally appropriate practices in order to ensure staff are able to create an environment suitable to all ages.

### ***Age Group Criteria***

Depending on the number of children in the program, children will be placed in an appropriate age group. Every effort is made to maintain a ratio of 1:10. In the event that we are unable to maintain a ratio of 1:10, the group sizes will be no larger than the following:

- 0-20 kids: 1-2 groups
- 20-50 kids: 2-3 groups
- 50+ kids: 3 or more groups

In programs with multiple groups, younger children will be separated into a group with like ages. During sign in and sign out time or meals, children from different age groups may share the same space.

### ***Modifications of Space and Equipment***

Children will receive modifications to equipment by providing an alternate activity for monkey bars. Additional modifications could be made on a case by case basis.

## **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 notice to [absences.ywcare@ywcalubbock.org](mailto:absences.ywcare@ywcalubbock.org) 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.

## **Pick-up**

The after-school program ends at 6 p.m. Children should be promptly picked up at or before this time. Refer to page 3, "Late Pick-up Fees" for additional information. You will pick up from either the gym, cafeteria or playground at your child's school.

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

## Summer & Mini Camps

The YWCA Summer Day Camp curriculum has both educational and recreational components to provide a balanced program for children. We offer enrichment centers in areas such as manipulatives, dramatic play, art, games, puzzles, blocks, etc.

## Check-In for Mini Camp

We will begin accepting children at 7:30 am. You will drop off and pick up your children at Zone 2 (see page 16 for zone map).

**All Mini Camps will be held at the YWCA on University location.**

## Check-In for Summer Camp

We will begin accepting children at 7:30 am. You will drop off and pick up your children from one of the following locations:

- Ages 4 through 9 will be dropped off and picked up from either Zone 1 or Zone 2 at our YWCA on University location (see page 16 for zone map). Your child will be assigned to a specific zone at the time you register.
- Ages 10 and up will be dropped off and picked up from the main entrance at our Sun N Fun location.
- Children must be dropped off and picked up from their assigned YWCA camp location. If your child's group has left for a field trip, you will still drop off to their assigned camp location, not the field trip site. If you come to pick up early and your child is away at a field trip, we will contact the director and they will bring the child back on the bus, as we are unable to allow them to sign out until they have been returned to their assigned camp location.

## Pick-up

You will pick-up your child(ren) in the same zone where you dropped them off. YWCA Camps end at 6 p.m. Children should be promptly picked up at or before this time. Refer to page 3, "Late Pick-up Fees" for additional information.

## 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.

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

### **Regular Activities**

Every day the children participate in activities, sports, arts and crafts, educational enrichment, etc. For Summer Camp, children will swim a couple of times a week, depending on age group. You will be provided with a schedule in advance.

### **Outdoor & Indoor Play**

Indoor and Outdoor Physical Activity is beneficial for all developing youth by allowing them to increase their physical strength, cardiovascular health and provide them with opportunities to practice their fine and gross motor skills. To promote this, all children will have opportunities to participate in indoor and outdoor activities for at least 90 minutes daily to help facilitate those skills. During Camp children will have opportunities for unstructured physical activity including playground equipment, child-initiated games and space for walking and running at their leisure. Structured activities are built into the educational curriculum and are led by the caregivers. Each operation has an outdoor space with a playground and access to either the gym or cafeteria. YWCA encourages children to dress in clothes that allow them to run and participate freely, and closed toe shoes are recommended for these activities. If temperatures reach above 100°F, outdoor play will be limited. 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 Repellent. \*746.501 (a)(19)

### **What to Bring**

- Backpack
- Swim suit (Summer Camp only)
- Towel (Summer Camp only)
- Water bottle
- Small blanket as each age group will get an hour of quiet time

### **What NOT to Bring**

- Cell phones or electronics
- Toys of any kind (this includes pop-its, Pokemon cards, fidget spinners, etc.)
- Food or snacks containing nuts of any kind



The YWCA believes that children need age appropriate, positive guidance for their behavior. \*746.501(a)(7)

## **Discipline**

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 that results in harm to a child or the program, a one- to three-day suspension may be given. A refund of fees will not be issued for suspensions. 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. \*746.501(a)(8)

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

### **Dismissal from A Program - CHILD**

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 director.

### **Dismissal from A Program - FAMILY**

- 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.

The Texas Department of Family and Protective Services licenses each YWCA Childcare site as a childcare center. 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 can also find it here: <https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

You may contact the local licensing office by calling (806) 698-5510.

All YWCA childcare staff receive annual training on preventing and responding to child abuse and neglect. This includes spotting the warning signs and factors indicating a child may be at risk. Staff is obligated to report any suspected child abuse to Child Protective Services. If you suspect a child may be experiencing abuse please call the TDFPS child abuse hotline at (800) 252-5400 or you may visit TDFPS online at [https://www.dfps.state.tx.us/Contact\\_Us/report\\_abuse.asp](https://www.dfps.state.tx.us/Contact_Us/report_abuse.asp). \*746.501 (a)(22)(23)(26)

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

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. \*746.501(a)(24)

### **Purpose**

This plan is to ensure the safety of all children during an emergency.

### **Communication**

In the event of an emergency, always call 911 first. A list of emergency phone numbers is also posted at each center.

Once the children are safe, staff will call the director and every child's parents. The director will contact Child Care Licensing.

### **Evacuation**

It is very important that the following items stay with the children at all times! It is the Site Director's responsibility to ensure these items remain with the children.

1. First Aid Kit
2. Children's records (emergency contact info, authorization for medical care, etc.)
3. Roll sheet
4. Cell phone

### **FIRST PRIORITY**

In the event of an emergency, all staff should focus their attention on getting the children to the proper relocation areas.

Emergency Exit Map is in every room/site binder.

All relocation areas are clearly marked on the emergency exit maps. The designated areas are listed on the following pages.

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



## **Alternate Shelter for YWCAre After-school Sites**

YWCA on University - 6501 University Avenue | Sun 'N Fun - 6204 Elgin Avenue

In the event of an emergency, staff should line the children up in a calm manner and walk them to the designated relocation area. There will be one staff member in the front of the line and one at the back of the line. Any additional staff members should be spread out within the line. Staff will count the children when they leave the room. Attendance by name will be taken once the group has reached the relocation area or alternate shelter to ensure that everyone is present and accounted for. If the children must be moved to an alternate shelter away from the facility, a bus will transport the children. The director will make the decision if necessary.

To ensure the safety of children with special needs we will designate staff, with backups, to assist in evacuation. The Director will evacuate with the emergency supply kit, which will include snacks, water and toys to help keep children calm. Staff will take with them; medications, children's records, allergy plans, first aid kits, and a YWCA cell phone to ensure constant communication with parents, management, and Emergency Service Personnel.

YWCAre Site Relocation Areas are listed on the following pages.

**BAYLESS**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit south doors to Avenue V sidewalk	Oakwood United Methodist Church parking lot	Interior hallway girl's bathroom
Gym	Exit gym doors to the school blacktop	Oakwood United Methodist Church parking lot	Interior hallway girl's bathroom

**BEAN**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit north door to the 26th Street sidewalk	Habitat for Humanity parking lot	Girl's bathroom by the 4th Grade classrooms

**BROWN**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit south doors to 37th Street sidewalk	School blacktop	Hallway with all interior walls near Rooms 108-111
Gym	Exit north doors to 36th Street sidewalk	School blacktop	Hallway with all interior walls near Rooms 108-111

**CENTENNIAL**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit west doors to North Vale Avenue sidewalk	Sidewalk on Marshall Street	Art Room
Gym	Exit south doors to school blacktop	Sidewalk on Kemper Street south of the school	Art Room

**COOPER CENTRAL**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit northeast doors to the playground	Exit northeast doors to the teacher parking lot	The closet in room 604

**COOPER EAST**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit north doors to side parking lot of Room 128	Sidewalk on 134th Street on the south side of school	Closet connected to the cafeteria
Gym	Exit south doors to school blacktop	Sidewalk on 134th Street on the south side of school	Teacher's lounge across the hallway

**COOPER SOUTH**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit west doors to the east parking lot blacktop	Exit west doors to houses across Private Road 7630	Bathrooms next to the music room

**COOPER WEST**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit west doors to grassy knoll of teacher parking lot	Exit west doors to the sidewalk on Fulton Avenue	Pirate's Cove in the cafeteria
Gym	Exit north doors to sidewalk of teacher parking lot	Exit north doors to sidewalk on 100th Street	Pirate's Cove in the cafeteria
Art Room	Exit east doors to garden near teacher parking lot	Exit east doors to sidewalk on 102nd Street	Pirate's Cove in the cafeteria

**ERVIN**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit southwest door to	St. John the Baptist teacher parking lot	Girl's bathroom between the cafeteria and the gym

**HARWELL**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit west doors to Avenue D sidewalk	Sidewalk on 41st Street	Inside building, janitor's closet
Gym	Exit north side to Avenue D sidewalk	Parking lot east of school	Inside building, janitor's closet

**HODGES**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	South school parking lot	Strip mall west of school	Interior hallway girl's bathroom
Gym	Parking lot south of gym	Sidewalk of Avenue O, south of gym	Interior hallway, boy's bathroom

**HONEY**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit west doors to sidewalk on Memphis Avenue	Exit north doors to sidewalk on 86th Street	Between 3rd Grade bathrooms by cafeteria
Gym	Exit north doors to sidewalk on Knoxville Avenue	Exit south doors to blacktop of west parking lot	Between 3rd Grade bathrooms by cafeteria

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

**MAEDGEN**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit east doors to sidewalk on Nashville Avenue	Exit east doors to east end of school parking lot	Teacher's Lounge exit through west cafeteria doors
Gym	Exit east doors to sidewalk on Nashville Avenue	Exit east doors to 46th Street	Teacher's Lounge Exit through west cafeteria doors

**MCWHORTER**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit northeast doors to Maedgen Park	Exit west doors to sidewalk on Canton Avenue	Computer Lab

**MILLER**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Hallway Area	Exit Door 4 (south side doors) to far side of Playground hill	Exit south doors to East sidewalk of Lynnhaven Drive	1st Grade hallway exit through west hallway to Rooms 1077, 1076 or 1075
Gym	Exit Door 4 (south side doors) to far side of Playground hill	Exit south doors to East sidewalk of Lynnhaven Drive	1st Grade hallway exit through west hallway to Rooms 1077, 1076 or 1075

**OVERTON**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit west doors to the far side of blacktop	Exit west doors to the south sidewalk of 30th Street	East hallway near front office
Gym	Exit south doors to the far side of blacktop	Exit east doors to the east sidewalk on Louisville Avenue	East hallway near front office

**PARSONS**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit north doors to sidewalk on 58th Street	Exit south doors to blacktop at school	School hallway by the bathrooms
Gym	Exit east doors to far corner of blacktop at school	Exit east doors to sidewalk on Elgin Avenue	Storage closet in the cafeteria

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

**RAMIREZ**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit south doors to teacher parking lot	Exit west doors to sidewalk on Mac Davis Lane	Exit east cafeteria doors to hallway, Teacher's Lounge on the left
Gym	Exit north doors to teacher parking lot	Exit east doors to sidewalk Glenna Goodacre Boulevard	Storage closet or bathrooms in the gym

**ROBERTS**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit east cafeteria doors to Avenue O sidewalk	Exit east cafeteria doors to south blacktop	Pre-K & Kindergarten hallway
Gym	Exit gym doors to blacktop	Exit gym doors to blacktop	4th & 5th Grade hallway

**ROSCOE WILSON**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit north doors to school blacktop	Exit south doors to sidewalk on 26th Street	Interior hallway bathrooms
Gym	Exit south doors to school blacktop	Exit south doors to sidewalk on 26th Street	Interior hallway bathrooms

**RUSH**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit west doors to the tennis courts	Exit west doors to the sidewalk on Utica Place	West hallway, shutting all classroom doors
Gym	Exit west doors to the sidewalk on Utica Place	Exit east doors to the sidewalk on Toledo Avenue	West hallway, shutting all classroom doors

**SMITH**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit west doors to pavilion	Exit west doors to the sidewalk on Dover Avenue	Teacher's Lounge
Gym	Exit east doors to sidewalk on Elgin Avenue	Sidewalk on 25th Street, north of school	Boy's bathroom
Science Lab	Exit east doors to fence by large field	Exit south doors to sidewalk on 89th Street	Library

**STEWART**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Gym	Exit northwest door to the blacktop on the east side	Exit northwest doors to the sidewalk on Vicksburg Avenue	Girl's bathroom in the south hallway of main building

**WATERS**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit northeast door to sidewalk on 76th Street	Exit northwest door to Flint Avenue	Science Lab
Gym	Exit east door to sidewalk on 76th Street	Exit south side door to Stone Lake Apartments	Science Lab

**WESTER**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit north doors to the south side of school	Exit southeast doors to the south side of the school	Custodial closet in the cafeteria

**WHEELLOCK**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit east door to the park across the street	Exit east doors to 43rd Street 43rd Street sidewalk	Hallway by the front office

**WILLIAMS**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit east doors to the north side of the field	Exit west doors to the sidewalk on Vicksburg Avenue	Coach's office in the gym

**WOLFFARTH**

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit east door of cafeteria to Our Lady of Grace Catholic Church	Exit south doors to the sidewalk of Erskine Street	Girls' bathroom in 4th & 5th Grade hallway

## YWCA on UNIVERSITY

1. Safely evacuating all children is the number one priority of staff during any emergency. These guidelines will be followed:
  - Evacuation for fire, chemical spill, dangerous persons or other unsafe building conditions will all be the same. Children will be taken to the spot designated on the posted evacuation plan until all children are safely out of the building.
  - Staff will also be responsible for taking their classroom's emergency information notebook out of the building during any evacuation. In this notebook there must be a form for every child with an emergency phone contact information and signed parent authorization for emergency medical care.
2. Relocation of children to a safe area will be governed by these guidelines:
  - After evacuation, all children will be relocated to the YWCA Marquee and will wait with staff until parents arrive or children can be safely relocated back to the center.
  - After a tornado or other severe weather emergencies, children will remain at the center, unless the center can no longer safely be occupied. If this occurs, children will be relocated to the Trinity High School gym.
  - All staff will be expected to remain with the children until it is safe to return to the center, or until parents have arrived.
  - Trinity High School is located at 6701 University Avenue, Lubbock, TX 79413.
3. Communication for assistance will be as follows:
  - Emergency personnel – fire, police or ambulance – will always be contacted immediately by calling 911.
    - o The Texas Department of Family Protective Services (licensing) will be contacted at (806) 698-5510.
    - o Parents will be contacted as quickly as possible by YWCA staff by either land or cell phone, using the emergency information provided by staff.

To view the relocation maps for the Y on U location please visit the following link:

<https://drive.google.com/drive/folders/1modQRvsUfOKirKTI-LpmNX2-xYGAYktf?usp=sharing>

# 2021-2022 CALENDAR

## Head Start & Preschool • YWCA on University

Date	Event	After-school Hours <i>*registration required</i>	Registration Opens
Aug. 18	1st Day of School	2:30-6 p.m.	–
Sept. 6	Labor Day	CLOSED	
Oct. 4	Development Day	NO SCHOOL Mini Camp Offered*	Sep. 1
Oct. 11	Development Day	NO SCHOOL Mini Camp Offered*	Sep. 1
Nov. 22-23	Thanksgiving Break	NO SCHOOL Mini Camp Offered*	Sep. 1
Nov. 24-26	Thanksgiving	CLOSED	
Dec. 17	Early Dismissal	NO AFTER SCHOOL	
Dec. 20-22	Winter Break	NO SCHOOL Mini Camp Offered*	Nov. 1
Dec. 23-24	Christmas	CLOSED	
Dec. 27-30	Winter Break	NO SCHOOL Mini Camp Offered*	Nov. 1
Dec. 31	New Year's Eve	CLOSED	
Jan. 3-4	Development Day	NO SCHOOL Mini Camp Offered*	Nov. 1
Jan. 5	1st Day of Second Semester	2:30-6 p.m.	–
Jan. 17	MLK Day	NO SCHOOL Mini Camp Offered*	Jan. 3
Feb. 28	Development Day	NO SCHOOL Mini Camp Offered*	Jan. 3
Mar. 14-18	Spring Break	NO SCHOOL Mini Camp Offered*	Feb. 7
Apr. 18	Weather Day	NO SCHOOL Mini Camp Offered*	Jan. 3
May 27	Early Dismissal	NO AFTER SCHOOL	



# 2021-2022 CALENDAR

## Lubbock ISD

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Date	Event	After-school Hours <i>*registration required</i>	Registration Opens
Aug. 18	1st Day of School	3:20-6 p.m.	-
Sept. 6	Labor Day	CLOSED	
Oct. 4	Development Day	NO SCHOOL Mini Camp Offered @Y on U*	Sep. 1
Oct. 11	Development Day	NO SCHOOL Mini Camp Offered @Y on U*	Sep. 1
Oct. 14	Goals - Early Dismissal	12-6 p.m.	
Oct. 20	Goals - Early Dismissal	12-6 p.m.	
Nov. 22-23	Thanksgiving Break	NO SCHOOL Mini Camp Offered @Y on U*	Sep. 1
Nov. 24-26	Thanksgiving	CLOSED	
Dec. 17	Early Dismissal	NO AFTER SCHOOL	
Dec. 20-22	Winter Break	NO SCHOOL Mini Camp Offered @Y on U*	Nov. 1
Dec. 23-24	Christmas	CLOSED	
Dec. 27-30	Winter Break	NO SCHOOL Mini Camp Offered @Y on U*	Nov. 1
Dec. 31	New Year's Eve	CLOSED	
Jan. 3-4	Development Day	NO SCHOOL	Nov. 1
Jan. 5	1st Day of Second Semester	3:20-6 p.m.	-
Jan. 17	MLK Day	NO SCHOOL Mini Camp Offered @Y on U*	Jan. 3
Feb. 28	Development Day	NO SCHOOL Mini Camp Offered @Y on U*	Jan. 3
Mar. 14-18	Spring Break	NO SCHOOL Mini Camp Offered @Y on U*	Feb. 7
Apr. 18	Weather Day	NO SCHOOL Mini Camp Offered @Y on U*	Jan. 3
May 27	Early Dismissal Last Day of School	CLOSED	

# 2021-2022 CALENDAR

## Lubbock Cooper ISD

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Date	Event	After-school Hours <i>*registration required</i>	Registration Opens
Aug. 18	1st Day of School	3:20-6 p.m.	-
Sept. 6	Labor Day	CLOSED	
Oct. 11	Development Day	NO SCHOOL Mini Camp Offered @Y on U*	Sep. 1
Nov. 11	Development Day	NO SCHOOL Mini Camp Offered @Y on U*	Sep. 1
Nov. 22-23	Thanksgiving Break	NO SCHOOL Mini Camp Offered @Y on U*	Sep. 1
Nov. 24-26	Thanksgiving	CLOSED	
Dec. 17	Early Dismissal	NO AFTER SCHOOL	
Dec. 20-22	Winter Break	NO SCHOOL Mini Camp Offered @Y on U*	Nov. 1
Dec. 23-24	Christmas	CLOSED	
Dec. 27-30	Winter Break	NO SCHOOL Mini Camp Offered @Y on U*	Nov. 1
Dec. 31	New Year's Eve	CLOSED	
Jan. 3-4	Development Day	NO SCHOOL Mini Camp Offered @Y on U*	Nov. 1
Jan. 5	1st Day of Second Semester	3:20-6 p.m.	-
Jan. 17	MLK Day	NO SCHOOL Mini Camp Offered @Y on U*	Jan. 3
Feb. 10-11	Development Day	NO SCHOOL Mini Camp Offered @Y on U*	Jan. 3
Mar. 14-18	Spring Break	NO SCHOOL Mini Camp Offered @Y on U*	Feb. 7
March 28	Development Day	NO SCHOOL Mini Camp Offered @Y on U*	
Apr. 18	Weather Day	NO SCHOOL Mini Camp Offered @Y on U*	Jan. 3
May 26	Early Dismissal	12-6 p.m.	-

# Join Texas WIC

## We're here for you

“Thanks to WIC,  
I now have the tools  
I need to make  
sure my family  
stays on the path to  
a healthy lifestyle.”

—Roxie, WIC Client



### As a WIC Client, you'll get:

- Delicious food
- One-on-one counseling with nutritionists
- Easy recipes
- Nutrition classes
- Breastfeeding support
- Health and immunization screenings
- Cooking demonstrations
- Personalized support
- Children's activities

### Are you eligible?

Eight million women, infants, and children get WIC benefits. WIC is for pregnant women, new parents, infants, and children under five. If you are on Medicaid, TANF, or SNAP you already qualify.

### Texas WIC Income Guidelines

Number of people in the home*	Monthly Income	Annual Income
2	\$2,686	\$32,227
3	\$3,386	\$40,626
4	\$4,086	\$49,025
5	\$4,786	\$57,424
6	\$5,486	\$65,823

Effective May 1, 2021

\* A pregnant woman's household is increased by the number of infants she is expecting. If you have any income questions, call 1-800-942-3678.

Start now. Call 1-800-942-3678 or visit [TexasWIC.org](https://www.texaswic.org)



This institution is an equal opportunity provider.

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Good nutrition today means a stronger tomorrow!

# Building for the Future

## with CACFP

This day care receives support from the Child and Adult Care Food Program to serve healthy meals to your children.



**Meals served here must meet USDA's nutrition standards.**

**Questions? Concerns? Call USDA toll free:  
1-866-USDACND (1-866-873-2263)**

Learn more about CACFP at USDA's website:

<https://www.fns.usda.gov/>

USDA is an equal opportunity provider, employer and lender.



The YWCA of Lubbock impacts lives daily and advances the power of women and diversity to strengthen our community.

## **CHILDREN AND YOUTH PROGRAMS**

Early Head Start - ages 6 weeks to 3 years • Head Start & Preschool – ages 3 to 5 years  
After-school Care – ages 4 to 12 years • Summer and Mini Camps- ages 4 to 12 years  
CYD (Community Youth Development) – ages 13 to 17 years

## **COMMUNITY**

Father Daughter Dance • Lemonade Day • Wine, Women & Shoes • Women of Excellence

## **HEALTH & WELLNESS**

Women's Health Initiative helps provide financial assistance for breast and cervical screenings to those that meet program guidelines.

### **Fitness**

exercise classes • weight room • cardio center • rock climbing wall

### **Aquatics**

Talkington YWCA Sun 'N Fun outdoor aquatic center,  
swim lessons, certification classes, lap and family swimming.

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 in, be denied benefits of, 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 Right Department, Texas Department of Human Services, P.O. Box 149030, Austin, Texas 78714-9030.



**Lubbock Area United Way**