

# **2025-2026 YWCA Preschool**

# **PARENT HANDBOOK**

*Effective March 21, 2025*

**YWCA IS ON A MISSION**

# WELCOME TO YWCA CHILDCARE

Thank you for choosing the YWCA for your childcare needs. YWCA childcare programs were established to provide structured and supervised enrichment activities for children.

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 teachers 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. You can call one of our Childcare Directors any time (numbers listed on the opposite page) or call our main number at (806) 993-9922 to speak to a supervisor.

## Philosophy

The YWCA On University is committed to an educational philosophy that encourages children to grow as unique and capable individuals within a developmentally appropriate educational setting. Our programs are designed to provide each child with various educational experiences, opportunities, and activities to develop a strong educational foundation.

The program's aim is to heighten each child's self-esteem and encourage independence and group cooperation. All activities are designed to enhance each child's emotional, physical, social, health, safety, and intellectual needs.

Note: The YWCA on University is NOT a day-care. All Childcare/Preschool classrooms operate as an educational program designed to help children succeed within the public-school setting. The YWCA on University is just like a public school, with requirements for attendance, promptness, discipline, and medical records, these rules and requirements will prepare your child for a successful kindergarten experience.

## Mission Statement

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

In conjunction with the mission of the YWCA of Lubbock, it is our intent to provide care for children in an atmosphere that is accepting of all people. We desire to assist families in raising children who are eager to learn and successful in their interactions with others, and to encourage parents as they strive to provide for their own need and the needs of their children. We want to encourage children to grow as unique and capable individuals ready for kindergarten and ready for life.

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)

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

# YWCA CHILDCARE CONTACT INFORMATION

For absences to all programs, email

[absences@ywcalubbock.org](mailto:absences@ywcalubbock.org)

For questions about your account or billing,

call (806) 776-9750 or email

[finance@ywcalubbock.org](mailto:finance@ywcalubbock.org)

## Childcare Directors

Regina Culver, Director of Education . . . . . (806)-776-9752

Arcadio Vasquez, Childcare Administrator . . . . . (806)-776-9734

Cyanne Rodriguez, Preschool Coordinator . . . . . (806) 589-4613

## ANONYMOUS REPORTING

Please scan the QR code below to access the YWCA's anonymous reporting form. If you have any concerns about the safety, security or wellbeing of someone in our care, please use this form to share your observations with us. All submissions are confidential and will be address with the utmost care and discretion.

All staff, parents and volunteers are informed and supported in following this rule: *If you see something, say something.*



Whenever the YWCA receives a report of red-flag behavior or inappropriate behaviors the organization's executive team takes the information into account and reviews all necessary information and evidence to determine what the next steps should be for the alleged incident. Anytime someone (staff, volunteer or consumer) reports a behavior. The report is immediately followed up upon and investigated. The organization follows a progressive disciplinary process which outlines the consequences for policy violations and other inappropriate conduct within the organization. Failure to correct the concern will result in termination following accepted HR Policy and Customer Care policies.

## AT A GLANCE

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

- Payment is due every Friday (if applicable) 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 until a withdrawal form is received by the YWCA. If your child will be absent for a full week, you may fill out a vacation request, in advance, to have tuition reduced to \$75 (per week) holding fee.
- 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 seven (7) days prior to your intended last day of care. The withdrawal form can be found here: <https://www.ywcalubbock.org/resources-and-forms/>. Phone calls and verbal notices to staff will not be considered as notice of termination. **BILLING WILL CONTINUE UNTIL A WITHDRAWAL FORM IS RECEIVED BY THE YWCA.**
- Parents are responsible for notifying the YWCA of any and all changes (e.g. phone number, address, authorized pick up persons) to their account. Submit all changes to [finance.ywcare@ywcalubbock.org](mailto:finance.ywcare@ywcalubbock.org).
- Allergy Forms- If your child is allergic to certain foods or other allergens, you must list them on the enrollment form. 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 an 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, [ywcalubbock.org](http://ywcalubbock.org).
- Please do not send any toys or electronics to care with your child. The YWCA is not responsible for lost or damaged property.

# CONTENTS

Eligibility .....	1
Financial Information .....	2-3
Staff and Communication .....	4
Policies and Procedures .....	5
Medical Information .....	8
Preschool Information .....	9
After-School Program Information .....	11
Summer and Mini Camp Information .....	13
Discipline and Guidance Practices .....	15
YWCA on University Zone Map .....	17
Emergency Preparedness Plans .....	19
Calendar .....	22

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

## Preschool

- Applications are accepted throughout the year.
- Children ages 6 weeks to 5 years may apply to our preschool.
- Families must complete a recruitment application with a preschool enrollment coordinator. A parent/legal guardian of the child must sign the application and/or other documents related to the child's enrollment and program participation.
- Call 806.776.9702 to begin the enrollment process.

## After-School Care

Enrollments are taken throughout the school year, space permitting. Speak with our front desk staff to enroll. **No same day enrollments.**

## Mini-Camp

- Enrollment opens on various dates; please refer to pages 22 for specific dates. Parents **MUST** complete the Mini Camp Online Registration Form to register, even if they have CCS. No spot is guaranteed until the form has been completed and necessary payment has been submitted. The form can be found at [ywc Lubbock.org/camps/](http://ywc Lubbock.org/camps/).
- If you have a child in Preschool, your account must have a 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 3 p.m.
- All cancellations must be submitted by 6 p.m. on the Wednesday of the week prior to the day of camp to receive a credit or refund.
- A schedule of Mini-Camps and registration dates is listed on pages 22 of this 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, [ywc Lubbock.org/camps](http://ywc Lubbock.org/camps/).
- 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 14 days prior to the first day of camp to receive a credit/refund.
- Any additional required paperwork, such as allergy plans and medication forms must be submitted at least one week prior to the first week of care.

## Payment Method Options for Preschool

- Cash
- Debit or Credit Card
- Automatic Draft through the Procure App
- Procure online portal and convenient phone App

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

## Late Pickup Fees for Preschool

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 (5:30 p.m. for camps & after school). 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 (where applicable)

After-School Care Full-Time (4-5 days/week) .....	\$65/week
After-School Care Part-Time (1-3 days/week) .....	\$40/week
Preschool - Age: 6 weeks-3 years .....	\$185/week
Preschool - Age: 3 years-5 years .....	\$175/week
Declined ACH payment .....	\$35 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.*

*Retired and active duty military parents/guardians may receive \$5 off their weekly tuition.*

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

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

### **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 when funding is available. 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 for Preschool**

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). No adjustments will be made for Summer Camp. Camp is a 10-week program and children enrolled are enrolled for the full 10 weeks.

### **Termination of Care for Preschool**

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.

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



### Staff Training & Ratio

Each member of the YWCA childcare staff receives at least 30 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 ratio requirements.

### Verbal Communication

We encourage you to talk with your child's director or teacher on a daily basis to find out about your child's day achievements, behavior, mood, concerns, friends, etc. Please **refrain from using technology on site** to help facilitate better communication between parents and your child's teacher.

### Questions and Concerns

You may call the YWCA to speak with your child's teacher 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 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 Preschool 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.

\*ALL changes can be made using your Procure app or by speaking with our front desk staff.

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

\*\*Does not apply to Head Start or Early Head Start

### **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 a child. \*746.501(a)(2)

### **Water Activities in the Summer**

Water activities are part of the regular curriculum during the summer. 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)

### **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.

Check lost-and-found often and always immediately after an item is noticed missing. Because items like jackets and sweaters are often lost, misplaced or missing, we strongly suggest adding your child's name on these items. 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, ProCare app and our Facebook and Instagram pages.

## **Meals & Snacks**

Nutritious meals (breakfast, lunch and snacks) are served to all children enrolled in 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 and vaping are 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/guardians are encouraged to speak with YWCA staff regarding custody or other court orders affecting child(ren). If a court order exists involving your child(ren), please bring the official, certified court 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, you must 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.

### **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)

### **Screen Time**

Screen time will be limited to bad weather days, or if it corresponds with the curriculum and lesson plans for the day. If screen time is used it will not be used for more than one (1) hour a day. Children under the age of two will not receive screen time at all during any point of their day while in care.

\* 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, with 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**

The Texas Department of Health requires that children over the age of four (by September 1), 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)

The YWCA is dedicated to helping your child grow and develop by milestones. The YWCA uses the Frog Street curriculum in all of our classrooms. The Frog Street Curriculum is a standardized curriculum that follows Texas Pre-K guidelines and incorporates conscious discipline. During the school year, the YWCA will conduct two home visits and two parent conferences for every child in our care (one in October and one in March). Our hours of operation are 7:30 am - 5:30 pm on weekdays.

### **What to Bring**

- A change of clothing in case of an accident

### **The YWCA Will Provide**

- A blanket will be provided for nap time
- 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 7:30 am. Families are encouraged to have children signed into class by 9:00 am to prepare for Preschool and Kindergarten and to benefit from all learning activities. Parents are encouraged to email or call us about child's late arrival and/or absence.

### **Drop Off / Pick Up**

All childcare children (6 weeks - 3 years) will be dropped off or picked up through the childcare front desk.

### **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 aged 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.

The YWCA is dedicated to helping your child grow and meet developmental milestones. The YWCA uses the Frog Street curriculum in all of our classrooms. The Frog Street curriculum is a standardized curriculum that follows Texas Pre-K guidelines and incorporates conscious discipline. During the school year, the YWCA will conduct two home visits and two parent conferences for every child in our care. Our hours of operation are 7:30 am - 5:30 pm. Our hours of operation are 7:30 am - 5:30 pm.

### **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, lunch and snack.
- A blanket will be provided for nap time.

### **Check-In**

Doors to the center open at 7:30 am. Families are encouraged to have children signed into class by 9 am to prepare for and benefit from all learning activities. Parents are encouraged to email us about child's late arrival and/or absence.

### **Drop Off / Pick Up**

Preschool children may be dropped off or picked up in the back — all parents are asked to drive up and pick up their children. If preschool child has a sibling, we ask that parents drop off / pick up through Zone 1 (childcare desk).

### **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 YWCAre curriculum has both educational and recreational components to provide a balanced program for children. After-school care is provided at in the child's normal pod.

### **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)

### **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.



## Procedural Operation Information for YWCAre

### *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. — if transportation occurs, there will be two staff members present at all times.

### *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.

All Camps are held at the YWCA on University location.

### **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 Camp**

We will begin accepting children at 7:30 am. You will drop off and pick up your children at Zone 1 (see page 16 for zone map).

### **Pick-up**

You will pick-up your child(ren) in the same zone where you dropped them off. YWCA Camps end at 5:30 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 9800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## Regular Activities

Every day the children participate in activities, sports, arts and crafts, educational enrichment, etc. 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

## What NOT to Bring

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

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

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;
- requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age and/or
- taking away active playtime while on the playground.

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

## **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)

## **Dismissal from the Program**

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**

- non-payment of program fees or late pick-up fees;
- late pick-up pattern;
- inappropriate behavior such as (but not limited to) use of drugs, tobacco, vaping devices, 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/ContactUs/report_abuse.asp). \*746.501 (a)(22)(23)(26)

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

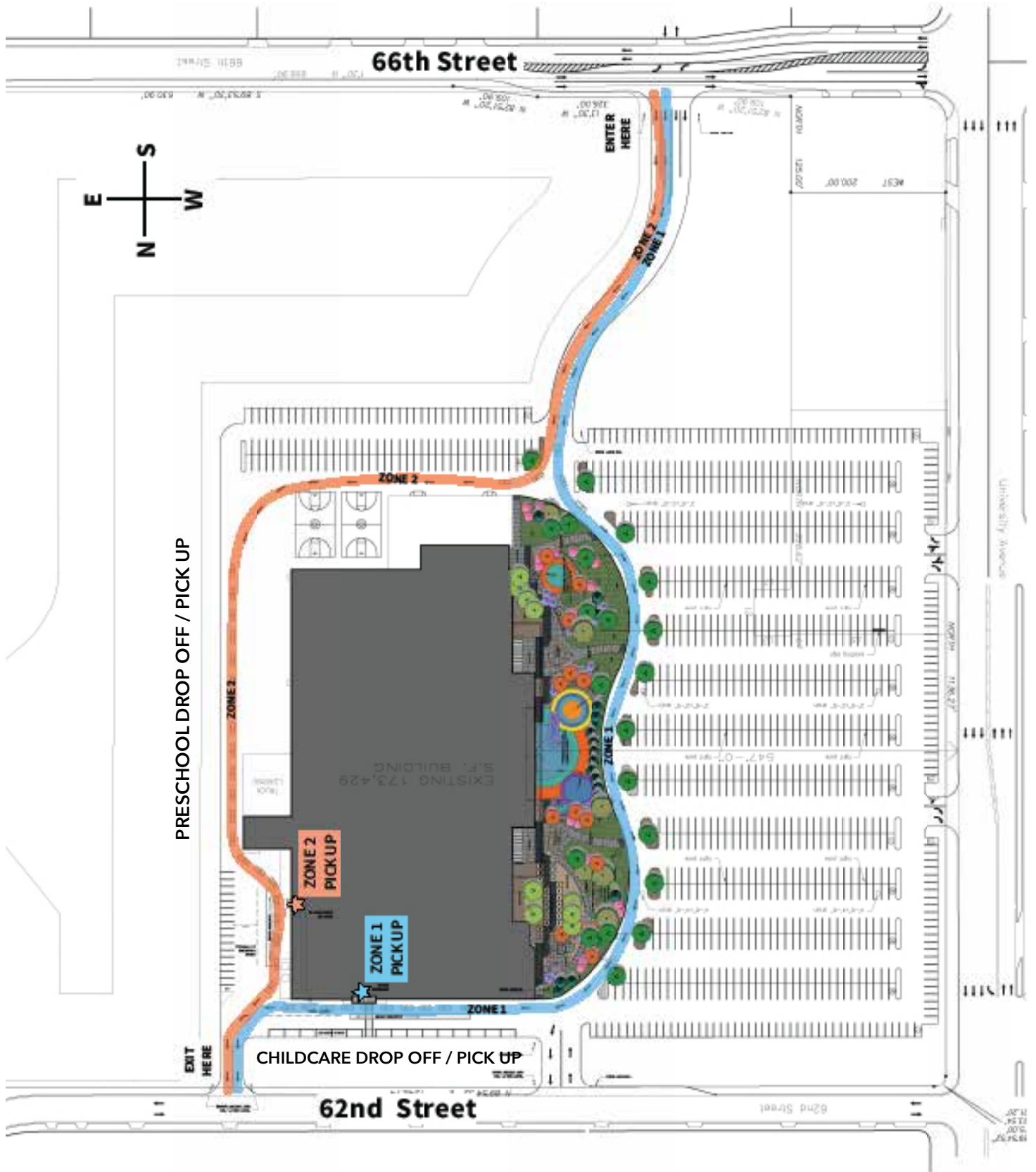
### **FIRST PRIORITY**

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.

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



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

## 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>



# 2024-2025 CALENDAR - YWCA PRESCHOOL

20

Date	Event	YWCare Hours <i>*registration required</i>	Registration Opens
Sep. 2	Student Holiday	CLOSED	
Nov. 25-26	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Sep. 2
Nov. 27-29	Thanksgiving	CLOSED	
Dec. 23	Early Dismissal	CLOSED ( <i>starts at noon</i> ) Mini Camp Offered @Y on U*	Nov. 25
Dec. 24-25	Christmas	CLOSED	
Dec. 30	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Nov. 25
Dec. 31 - Jan. 1	New Year	CLOSED	
Jan. 20	Student Holiday	CLOSED	
Mar. 17-21	Spring Break	CLOSED Mini Camp Offered @Y on U*	Jan. 13
Apr. 18	Student Holiday	CLOSED	
May 23	Early Dismissal	CLOSED ( <i>no aftercare</i> )	

# 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	\$ 3,152	\$ 37,814
3	\$ 3,981	\$ 47,767
4	\$ 4,810	\$ 57,720
5	\$ 5,640	\$ 67,673
6	\$ 6,469	\$ 77,626

Effective April 1, 2024

\* A pregnant woman's household can be increased by the number of infants she is expecting. For more than 6 household members, call your local WIC office.

\*\* Income can also be determined on a weekly or biweekly basis.

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



This institution is an equal opportunity provider.

© 2020 All rights reserved. Stock no. 13-06-15123 Rev. 5/21



# Building for the Future

This child care receives Federal cash assistance to serve healthy meals to your children.  
Good nutrition today means a stronger tomorrow!

Meals served here must meet nutrition requirements established by USDA's  
Child and Adult Care Food Program.

## Questions? Concerns?

Call USDA at  
1-866-873-2263

Food and Nutrition Division at  
1-800-TELL-TDA  
(835-5832)

OR

## Your child care at YWCA of Lubbock

Contact Information: Jeff Sierra

Address: 6501 University Ave Lubbock, TX 79413

Phone Number: 806-993-9922

Email Address: [jeff.sierra@ywcalubbock.org](mailto:jeff.sierra@ywcalubbock.org)

Other Necessary Information:



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711  
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)





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

**CHILDREN AND YOUTH PROGRAMS**

Childcare - ages 6 weeks to 3 years • 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