

YWCAre & YWCAmp

2026 - 2027

PARENT HANDBOOK

updated July 7, 2026

YWCA IS ON A MISSION

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 addressed 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 reviews all necessary information and evidence to determine what the next steps should be for the alleged incident. Please add your name and contact information if you would like us to follow up with you directly regarding resolution of the matter reported.

Anytime someone (staff, volunteer or consumer) reports a behavior, the report is immediately 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 HR and Customer Care policies.

TABLE OF CONTENTS

Welcome to YWCAre4

Contact Information5

At a Glance6

Eligibility7

Enrollment & Deadlines8

Financial Information9

Staff and Communication.....11

Policies and Procedures.....12

YWCAre Information17

YWCAmp (Summer & Mini) Information20

Discipline and Guidance Practices22

YWCA on University Zone Map24

Emergency Preparedness Plan25

Calendars32

WELCOME TO YWCAre

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, as well as YWCamp (summer and minis).

We are dedicated to providing quality care for your child. You can help by:

- *reading this handbook and keeping it handy throughout the year*
- 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 spend 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. Please refer to the YWCAre and administrative numbers on the contact information page for assistance.

Philosophy

The YWCA of Lubbock 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 school experience in the future.

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 needs and the needs of their children. We want to encourage children to grow as unique and capable individuals ready for success in school and ready for life.

Parents will be notified of changes to any policies or procedures in their program through notices in the Brightwheel app newsletters and a new handbook annually. *744.501

FUNDING

Funding for YWCAre and YWCamp is provided by the Texas Workforce Commission (CCS), the Helen Jones Foundation, HUD Community Development Block Grant and the Lubbock Area United Way.

CONTACT INFORMATION

For absences, message in the Brightwheel app or email absences.ywcare@ywcabrock.org

For questions about your account or billing, call (806) 776-9750 or email finance.ywcare@ywcabrock.org

Important Phone Numbers

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

Elisa Gonzales, YWCAre & YWCamp Director (806) 473-7620

Regional Directors:

Micah Manahan (806) 782-8452

Cooper Central - Maedgen - Roscoe Wilson - Ramirez

Karley Moore (806) 473-9598

Centennial - Bayless - Rush - McWhorter - Wheelock

Christine Puentes (806) 782-9382

Harwell - Honey - Miller - Parsons - Trinity Christian

Alex Howard (806) 777-3105

Cooper West - Smith - Stewart - Wester - Williams

Kiana Collins (806) 777-3226

Cooper East - Cooper South - Cooper North - Roberts - Waters

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

Bayless (806) 778-5160

Centennial (806) 632-1284

Cooper Central (806) 319-4053

Cooper East (806) 319-4060

Cooper North (806) 473-7397

Cooper South (806) 778-5164

Cooper West (806) 474-3011

Harwell (806) 778-8371

Honey (806) 781-7483

Maedgen (806) 781-7491

McWhorter (806) 632-3665

Miller (806) 632-9710

Parsons (806) 778-5174

Ramirez (806) 778-5161

Roberts (806) 632-2428

Roscoe Wilson (806) 781-2877

Rush (806) 632-6093

Smith (806) 778-5163

Stewart (806) 632-2703

Waters (806) 778-5167

Wester (806) 778-5168

Wheelock (806) 632-6152

Williams (806) 778-5170

Trinity Christian (pending) (806) 473-8048

AT A GLANCE - *A brief summary of the commonly referred to policies*

- Children must be able to use the bathroom without assistance to participate in YWCare and YWCamp.
- YWCare will have Mini Camp available at the YWCA on University for some Early Dismissal days and student holidays. Please refer to pages 32 - 34 of this handbook for available camps.
- YWCare ends in May on the last full day of school.
- 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. A late fee of \$10 per child will be added to all account ledgers with unpaid balances as of 10 a.m. every Monday.
- 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.
- YWCare and YWCamp (summer and/or mini) require a separate enrollment. Enrolling in one does not enroll you in another (e.g., enrolling in YWCare does not enroll you in mini camps).
- If your child will be gone for an entire week of care, you may reduce your tuition to a holding fee by completing the Vacation Request Form in advance. Vacation requests are limited to two (2) weeks of Summer Camp. Find the form at www.ywcalubbock.org/after-school-y-care/.
- 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. Tuition will not be reduced for days missed.
- You must submit a withdrawal form if you wish to stop using YWCare after-school services. We ask the form be submitted seven (7) days prior to your intended last day of care. The withdrawal form can be found here: www.ywcalubbock.org/after-school-y-care/. 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. Update your information in the Brightwheel app or submit all changes to 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. Your child will not be able to attend YWCare until the appropriate documentation and necessary medication are provided. You will find the form at www.ywcalubbock.org/after-school-y-care/.
- 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 a YWCA staff member or from www.ywcalubbock.org/after-school-y-care/. Your child will not be able to attend YWCare until the appropriate documentation and necessary medication are provided.
- It is the parent's responsibility to provide and maintain unexpired medication for their child(ren). If your child's medication expires, they will not be able to attend YWCare until new medication is provided. Please be aware that medication cannot be shared between the school and YWCare — parents must provide separate medication to each entity.
- Please do not send any toys or electronics with your child. The YWCA is not responsible for lost or damaged property.

ELIGIBILITY

FOR ALL YWCA SCHOOL-AGE PROGRAMS, ALL CHILDREN MUST BE FULLY POTTY-TRAINED AND ABLE TO USE THE BATHROOM AND CHANGE CLOTHES AFTER WATER ACTIVITIES WITHOUT ASSISTANCE.

YWCAre Program

- Students between the ages of 4-12 and enrolled in Pre-K to 5th grade are eligible to enroll provided they fulfill the bathroom requirement above.
- Children must be enrolled and attending a school where YWCAre is provided.

YWCAmp - Summer

- Students between the ages of 4-11 and enrolled in Pre-K to 5th grade are eligible to enroll provided they fulfill the bathroom requirement above. * Children age 4 will not leave the Y on University for activities such as swimming and field trips. They will instead enjoy the on site splash pad and special event days. Children ages 4 and 5 must have attended a structured Pre-K program.
- Camp will be held at the YWCA of Lubbock located at 6501 University Avenue.
- Children who have attended middle school and/or are too old for Summer Camp, may be eligible for our CYD (Community Youth Development) Program. Call (806) 776-9716 for more information.
- By enrolling, you are committing to attendance for the entire summer session.

YWCAmp - Mini

- All children ages 4-12 are welcome (4 year olds must be enrolled in a Pre-K). Children must have attended a structured, curriculum-based Pre-K classroom at the elementary school and fulfill the bathroom requirement above.
- Camp will be held at the YWCA of Lubbock located at 6501 University Avenue
- A schedule of available YWCAre Mini Camps is listed on pages 32 & 33 of this Parent Handbook.

ENROLLMENT & DEADLINES

YWCAre

Enrollment opens at 9 a.m. on the first Tuesday after the 4th of July. When space is available, enrollments are taken throughout the school year online: www.ywcalubbock.org/after-school-y-care/. **We are sorry but we cannot take same day enrollments.**

Mini Camps

- Enrollment opens on various dates; please refer to pages 32 & 33 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 www.ywcalubbock.org/y-camp/.
- If you have a child in YWCAre, 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 available YWCAre Mini Camps and registration dates is listed on pages 32 & 33 of this handbook.

Summer Camp

- Enrollment opens every year at 9 a.m. on the first day of Lubbock ISD Spring Break.
- Parents MUST complete the Summer Camp Online Registration Form to register. No spot is guaranteed until the form has been completed and necessary payment has been submitted for your first week of camp. The form is found on our website: www.ywcalubbock.org/y-camp/.
- If you have a child in a YWCA Childcare Program, your account must have a 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.
- Those withdrawn because of non-payment or once camp has begun must wait a minimum of one summer before they may re-enroll in the YWCA Summer Camp program.

REMINDER

Space is limited. If you register and your plans change, please let us know as soon as possible so that another family can be served.

FINANCIAL INFORMATION

Payment Methods for YWCAre and YWCamp (Summer Camp & Mini Camps)

- Cash
- Debit or Credit Card
- Automatic Draft - through the parent Brightwheel portal and smart phone app
- Brightwheel online portal and convenient smart phone app.

Weekly tuition is due BY 5 P.M. FRIDAY BEFORE THE WEEK OF CARE.

Late Pickup Fees - YWCAre, Summer Camp and Mini Camps

A late pick-up fee of \$1/minute per child will be assessed beginning one (1) minute after the close of your child's registered pro-gram (6 p.m.). 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 will be called. Consistent late pick-up is grounds for dismissal from the program.

Unpaid Tuition

A late fee of \$10 per child will be added to all account ledgers with unpaid balances as of 10 a.m. every Monday. Care will be suspended for the upcoming week should tuition remain unpaid at 3 p.m. on Monday. Once the account has been paid in full, care will continue as normal. If your account remains unpaid for two weeks, your child will be withdrawn. Should you wish to re-enroll within the same school year, there will be a \$25 re-enrollment fee.

Fees - per child (where applicable)

After school care full-time (4-5 days/week)	\$70/week
After school care part-time: (1-3 days/week - days must be specified at enrollment)	\$50/week
After-school care non-refundable registration fee	\$25
After-school care late fee (per child, assessed for unpaid tuition as of 10am every Monday)	\$10
After-school care holding fee	\$25/week
Re-enrollment fee (per child, if dropped for unpaid tuition)	\$25
Mini-Camp ~ (7:30 a.m. - 6 p.m.)	\$35/day
Summer Camp (7:30 a.m. - 6 p.m., Mon-Fri)	\$190/week
Summer Camp non-refundable registration fee	\$25
Summer Camp holding fee (only two (2) weeks of vacation may be requested)	\$100/week
Summer Camp late fee (per child, assessed for unpaid tuition as of 10am every Monday)	\$10

Discounts*

We offer the following discounts ONLY to families with children enrolled in full-time care who qualify:

- Families with more than one child enrolled in YWCAre may receive a \$5 weekly tuition discount for each additional child.
- Retired and active duty military parents/guardians may receive \$5 off their weekly tuition.
- LISD & LCISD employees may receive \$5 off their weekly tuition.

*may not combine discounts; you will be assigned the discount with the highest benefit.

FINANCIAL INFORMATION

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 application can be found at www.ywcalubbock.org/after-school-y-care/

Billing Adjustments

YWCAre and YWCamp (summer and mini) programs are not drop-in programs. Weekly fees will remain unchanged, regardless of attendance; including days missed due to illness and bad weather days. Children enrolled in Summer Camp are expected to attend the full duration of the program for the year in which they enroll. Tuition must be paid for all weeks of Summer Camp even if you withdraw your child.

Termination of Care

You must submit a withdrawal form if you wish to stop using YWCAre childcare services. The form must be submitted seven (7) days prior to your intended last day of care. The withdrawal form can be found at www.ywcalubbock.org/after-school-y-care/. 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. If you are withdrawn from YWCAre due to non-payment, there will be a \$25 re-enrollment fee to return within the same school year. If you are withdrawn from summer camp due to non-payment or if you cancel once Summer camp has begun, you must allow a minimum of one summer to pass before you may enroll again.

Children are automatically withdrawn from each program based on the schedules below and a new enrollment will be required for the next school year.

- YWCAre – On the last scheduled day of YWCAre (the last full day of school).
- YWCamp – On the last scheduled day of summer camp.

STAFF COMMUNICATION

Staff Training & Ratio

Each member of YWCAre and YWCamp staff receives at least 15 hours of childcare training annually and is certified in First Aid and CPR. All YWCAre and YWCamp programs maintain a child to staff ratio that, at minimum, meets licensing ratio requirements.

After-School Care

For absences, late notices, and messages, send a message in the Brightwheel app or send an email to absences.ywcare@ywcalthub.org that includes the name of your child and the YWCAre school site before care begins to ensure the site director receives your message in advance.

PLEASE NOTE

You MUST report absences to both your school AND the YWCA, as we are separate entities.

Daily Communication

You should personally give any handwritten instructions to a staff member. Children often forget to give a message to the staff, and the staff do not check backpacks for messages. It is also acceptable to message YWCAre staff using your Brightwheel app.

Verbal Communication

We encourage you to talk with your child's YWCAre staff to find out about your child's achievements, behavior, mood, concerns, friends, etc.

Cell Phone Policy

Please refrain from using your cell phone when picking up your children to facilitate communication between you and YWCAre staff. ***Taking photos or videos with the use of any device is prohibited.**

Questions and Concerns

You may call the YWCA to discuss any concerns or questions you may have. A contact list can be found on page 5 of this handbook. To alleviate a complaint or concern, a conference call can be set up between you and YWCA staff.

*744.501(18)

Parent Involvement

You are encouraged to be involved by:

- 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. Parents visiting YWCAre must remain with a YWCA staff member in YWCAre licensed spaces only and should limit their interactions to their own child(ren). 744.501(19)
- Parent conferences are available with YWCAre staff/leadership by appointment.
- Please include all information on the account and communicate regularly regarding custody and pickup arrangements. It is unacceptable for the primary account holder to remove emergency contact and/or pickup information for any individual that has been awarded custody by a court of law. Please keep the safety and well-being of your child(ren) a top priority when making decisions, updating your account, communicating with YWCA staff and family members/caregivers and providing documentation.

School Communication:

YWCAre operates in local schools at the request of school administration and personnel. Although YWCAre and the school/school district are separate entities, cooperation between YWCAre and the school can be expected and is critical to the safety, health, and wellness of students. This could include communication with school personnel (e.g., principal, teachers, counselor) and/or school administration viewing and reporting on video footage regarding an incident during YWCAre.

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

POLICIES & PROCEDURES

Upon enrollment, it becomes the responsibility of the parent/guardian to provide the YWCA with information about changes using either the Brightwheel parent portal, smart phone app, or by emailing finance.ywcare@ywcalubbock.org.

- Parent/guardian contact 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 up the child,
- Changes in child's health, medication, adaptive equipment, allergies and/or diet,
- Changes in custody or visitation rights. A copy of any written court order must be provided. Once the order expires, a new one must be provided. YWCA staff will follow the most recent court documentation provided.

YWCAre 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 picture ID with you **every day**, as new or substitute personnel will need to verify your identity, before releasing the child. *744.501(2)

If your child(ren) is/are checked out during school for the rest of the school day, they cannot attend YWCAre on that day.

Toileting

All children enrolled in YWCAre or camps are expected to be fully toilet-trained. Children must be able to complete all tasks (e.g., pull down/up clothes, wipe, flush, wash hands) associated with going to the bathroom without assistance.

Water Activities - YWCamp Summer Camp

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 your 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, slip resistant shoes or aqua socks and a towel marked with the child's name. *744.501(13)

Transportation - YWCAre, Summer Camp and Mini Camps

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, contact lists, a first aid kit and cell phone. Children will not be allowed to be transported by the YWCA without parent permission except in the event of an emergency. *744.501(12)(14)

POLICIES & PROCEDURES

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 and fidget spinners. **If a child is using a cell phone or other electronic device during camp or YWCAre, it may 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 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 including the Brightwheel app, local media outlets, our website (ywcalubbock.org), Facebook and Instagram.

Meals & Snacks

The YWCA receives federal funding to serve meals and/or snacks 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. For YWCamp Summer Camp ONLY, your child may bring their own lunch but **may not bring** anything containing peanuts or tree nuts.

In order to maintain safety and consistency, your child may not bring their own food/snacks to YWCAre, unless medical verification has been provided confirming special dietary needs ***and*** YWCAre is unable to meet those needs.

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 staff should take should your child come in contact with the food. The YWCA will make appropriate substitutions for any food that a child cannot be served, though options may be limited.

We are a nut and peanut free facility.

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. *744.501(9)

POLICIES & PROCEDURES

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

Cigarette smoking and vaping are NOT allowed inside or outside center premises, or on field trips, by either YWCA staff, program participants or parents/guardians.

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 a 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.*744.501(15)

Conflict of Interest

Due to the potential conflict of interest, YWCA employees are strongly discouraged from performing any service (e.g., babysitting) for clients in any YWCA program on non-working time that they normally perform during working hours. If there is an extenuating circumstance, the YWCA employee must first receive approval from their supervisor and then complete and submit a Private Childcare Disclosure & Liability Waiver to HR before any services can be provided.

Conflict of Interest

The YWCA also encourages employees to refrain from exchanging gifts with children/families that we serve. YWCA administration must authorize any gifts provided by YWCA staff to children/families. We realize that in many cultures people give gifts to reflect their appreciation. Thus, we make reasonable allowances for small gifts of appreciation provided to YWCA staff that have a monetary value not exceeding \$26. Under no circumstances may YWCA employees accept money from children/families as a gift.

POLICIES & PROCEDURES

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.

Please include all information on the account and communicate regularly regarding custody and pickup arrangements. ***It is unacceptable for the primary account holder to remove emergency contact and/or pickup information for any individual that has been awarded custody by a court of law.*** Please keep the safety and well-being of your child(ren) a top priority when making decisions, updating your account, communicating with YWCA staff and family members/caregivers and providing documentation.

The YWCA is unable to create separate account ledgers for children with split custody. Parents must make financial arrangements for payment amongst themselves.

Zero Tolerance Policy

The YWCA of Lubbock has zero tolerance for abuse and will not tolerate the mistreatment or abuse of children in its programs. In addition, our organization will not tolerate any behavior that is classified under the definition and meets the following criteria for bullying: 1) repeated; 2) intentional; 3) causes stress, injury, or threats that interfere with a child's educational performance or program experience and 4) involves a power imbalance. If you have concerns regarding the mistreatment of your child or another child, please immediately contact a YWCA administrator and/or submit your concerns using the QR code on the inside cover of this handbook.

POLICIES & PROCEDURES

Immunizations

YWCAre and YWCamp 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. *744.501(10)(24)

Medications

If your child requires medication while at YWCAre or YWCamp (summer or minis), 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, include the name of the physician. 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. *744.501(4)

It is the parent's responsibility to provide and maintain unexpired medication for your child(ren). If your child's medication expires, they will not be able to attend YWCAre until new medication is provided. Please be aware the medication cannot be shared between the school and YWCAre, so parents must provide separate medication to each entity.

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. Your child will not be able to participate in YWCAre until the appropriate documentation and necessary medication are provided.

Illness

If your child is ill with fever, vomiting, lethargy, breathing difficulties, rash, symptoms of a communicable disease, and/or is unable to participate comfortably in activities, your child cannot attend YWCAre or YWCamp (summer or minis). 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 and contact you immediately. Child must be fever free for at least 24 hours before returning. *744.501(3)

Emergency Care

Every staff member receives first aid and CPR training. 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. *744.501(5)

YWCAre Information

The YWCAre 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

The following enrichment centers offer your child a variety of opportunities for play: manipulatives, reading, dramatic play, art, games, puzzles, blocks, etc. The YWCAre schedule and curriculum are designed to supplement in-class learning.

Outdoor & Indoor Play

Indoor and outdoor physical activity are 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/or outdoor (weather permitting) activities for at least 30 minutes daily. 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. 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. In order to maintain safety and consistency, your child may not bring their own food/snacks to YWCAre, unless medical verification has been provided confirming special dietary needs **and** YWCAre is unable to meet those needs.

Early Dismissal Days

When Lubbock ISD and Lubbock-Cooper ISD have noon dismissal, YWCAre will be closed. Parents may choose to register their child for a YWCamp mini camp (from 12 p.m. to 6 p.m.) at the YWCA on University when available. Space is limited and registration is required in advance. The YWCA **will not provide** transportation to the YWCA on University for camp. Early dismissal mini camps will not be available on the last day of school. See pages 32 & 33 for detailed information.

YWCAre Information

Transition Supervision

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

Meeting Unique Needs of Individual Children

The YWCA promotes an inclusive environment. All YWCAre staff receive training for developmentally appropriate characteristics and practices in order to ensure staff are able to create an environment suitable for all ages. Children with disabilities are accepted into YWCAre and YWCamp based on guidelines from the American Disabilities Act (ADA) and Texas Workforce Commission. We welcome enrollment of children with disabilities provided a fundamental alteration to our program is not required. Examples of fundamental alterations could include providing unique staffing, equipment or space for a child that detrimentally affects the overall program and/or necessary staff to student ratios. Prior to the first day of participation, parents/guardians are responsible for informing YWCAre staff and administrators of disabilities including physical, mental and behavioral needs that require accommodations or modifications from the school district that will provide critical information allowing the YWCA to better serve your child. We are very aware of the confidentiality of the information and documents will be secured and viewed only by our Behavioral and Education Support team. The release form is available through our Behavioral and Education Support Department. Additionally, it is helpful if parents indicate “yes” on the enrollment form to the prompt: “I will allow the YWCA staff to speak with my child’s teacher, school counselor or any other school staff to obtain information regarding my child’s school day experience.” Although the YWCA strives to serve the needs of all students, there are situations when YWCAre may not be the best fit and least restrictive environment for a child if the safety and well-being of the child, other students and/or staff are at risk due to the child’s needs and/or behavior. Our YWCAre programs do not have the capacity to provide one-on-one specialized services for a child or as low student to teacher ratios as the school might be able to provide. YWCAre leadership and on-site staff will work diligently to consistently communicate with parents/guardians throughout enrollment and in making decisions regarding participation.

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 children: 1-2 groups
- 20-50 children: 2-3 groups
- 50+ children: 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, outside play or meals, children from different age groups may share the same space.

YWCAre Information

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 YWCAre

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 YWCAre 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 in the Brightwheel app or to absences.ywcare@ywcakalubbock.org before 1 p.m. If your child is checked out during school for the rest of the school day, they cannot attend YWCAre that same day.

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. 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 will be called. **Consistent late pick-up is grounds for dismissal from the program.**

**Parents and authorized pick up persons MUST sign their child out using either the Brightwheel app on their phone or on the designated electronic device provided by YWCA.

-To protect the privacy of the children in our care, phone usage other than the Brightwheel app, photography or recording devices may not be used by parents on the premises.

Screen Time

If staff chooses to use screen time as part of your child's daily activities, it cannot be for more than one hour.

YWCAmp - SUMMER & MINI - Information

Summer & Mini Camps

The YWCA 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. You will receive an information email containing your child's group, summer schedule and staff contact information no later than May 1st. Should you wish to tour the facility before the first day of camp, you may contact the Director for your child's group to make an appointment.

Check In

We will begin accepting children at 7:30 a.m. (or 12 p.m. on designated early dismissal days). You will drop off and pick up your children at Zone 2 (see page 25 for zone map). **Should you arrive for drop off after 9 a.m. (or 1 p.m. on early dismissal days), you must park and come in the front entrance of the building.**

Children must be dropped off and picked up from the YWCA on University. If your child's group has left for a field trip, you will still drop off at the the YWCA on University NOT the field trip site. Times for field trips will be provided to you in advance so that you may schedule your drop off or pick up accordingly. We are unable to allow children to sign out until they have returned.

Parents must sign their child into the program using their Brightwheel check-in code on the kiosks.

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 9, **Late Pick-up Fees** for additional information. **If you wish to pick up children before 4:30 p.m., you must park and come in the front entrance of the building at the YWCA on University.**

Parents must sign their child out of the program using their Brightwheel check-out code on the kiosks.

Meals & Snacks

Breakfast, lunch and a healthy snack will be served each day (early dismissal mini camps will be served snack only). If your child has special dietary needs, please bring medical verification to the YWCA front desk so we can request snacks that meet those needs.

For summer camp ONLY, your child may bring their own lunch but **may not bring** anything with peanuts or nuts of any kind.

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.

YWCAmp - SUMMER & MINI - Information

Regular Activities

Every day in YWCAmp, children will participate in fun, stimulating activities such as sports, arts and crafts, curriculum, and imaginative play. Certified teachers have developed our educational curriculum and serve as tutors to enhance learning for small groups of students through the summer. Children enjoy fun, weekly camp themes and special events to go along with themes like Olympic Day, Deep Blue Sea and Out of this World. Each camp group takes at least one field trip during the summer. Campers visit our Sun 'N Fun location weekly to enjoy playing in the gymnasium and swimming pool. Swim lessons will be provided to all campers by our certified swim instructors. Unfortunately, our camp does not allow for parent participation in swim time - this is for registered campers ONLY. You will be provided with a schedule of your camper's daily activities once they are enrolled.

Outdoor & Indoor Play

Outdoor and indoor physical activity are 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. 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. The YWCA encourages children to dress in clothes that allow them to run and participate freely. Closed toe shoes (e.g., tennis 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.*744.501 (16)

What to Bring

please label all belongings with your child's name

- Backpack
- Swim suit (Summer Camp only)
- Small blanket as each age group will have quiet time
- Water bottle
- Towel (Summer Camp only)
- Slip resistant water shoes or aqua socks (Summer Camp only)
- Socks for the indoor playground

What NOT to Bring

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

Closures

Camp will be closed on July 4th in observance of the holiday. Should July 4th be on a Saturday or Sunday, camp will be closed either the Friday before or Monday after the holiday. Families will be notified via the Brightwheel App and camp newsletter.

Discipline & Guidance Practices

The YWCA believes that children need age appropriate, positive guidance for their behavior. *744.501(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.

YWCA staff are trained to use positive methods of discipline and guidance that foster 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
- completing written reports, including behavior contracts, to inform and solicit parent 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

Suspension may be given for a severe offense or for repeated offenses that affect the safety of a child, other children, staff, or the program. A refund of fees **will not be issued** for suspensions. YWCA staff will monitor suspensions and progress after the child returns. The top priority of our YWCA childcare programs is safety of all children and staff. If a child's behavior presents a consistent safety issue for him/herself or others, we will assist parents in finding options that may be a better fit for after-school participation. *744.501(8)

Note: If there is a significant health, behavior, or safety concern, a parent/caregiver will be notified to pick up the child early from YWCAre. A refund or credit of fees will not be issued in this situation.

****Important Note:** On days when a child is unwell (e.g., fever) or unsafe for themselves, other children and/or staff, we will call the primary account holder to pick up the child during YWCAre. If we are unable to reach this person or any other individual identified on the child's account or if there is a significant delay in picking up the child, we reserve the right to contact local authorities including, but not limited to, school personnel, school/city police and CPS for assistance for a circumstance with a significant safety risk.

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

Discipline & Guidance Practices

Dismissal from a Program - CHILD (YWCAre and YWCamp [summer and minis])

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;
- damage or destruction of YWCA or school property;
- continuous and/or repeated disruptive behavior, including inappropriate language/gestures and disrespect for authority;
- possession or use of a vaping device or any other illicit substances;
- use of racial, cultural, or gender insensitive or discriminatory language directed towards staff or children;
- other issues at the discretion of the YWCA;

Dismissal from A Program - FAMILY (YWCAre and YWCamp [summer and minis])

A family may be dismissed from a YWCA childcare program for:

- non-payment of program fees or late pick-up fees;
- late pick-up pattern;
- inappropriate behavior such as (but not limited to) use of drugs, tobacco or alcohol; possession or use of a vaping device; possession of weapons;
- aggressive behavior including threatening language, profanity or physical action towards staff or children;
- use of racial, cultural, or gender insensitive or discriminatory language directed towards staff or children;
- disciplining a child other than their own, such as by (but not limited to) correcting, threatening or scolding;
- interference with a legal custody court order including, but not limited to, removing individuals who have legal rights due to shared custody from pick-up or emergency contact information in Brightwheel;
- Creating a hostile environment and/or refusing to follow policies and procedures outlined within this handbook;
- Failure to comply with any YWCA/YWCAre policies outlined within this Parent Handbook such as, but not limited to refusing to provide picture ID when checking out, taking pictures or videos, etc.;

****Important Note: Dismissal from one program (e.g., YWCAre) within a department generally results in dismissal from any program (e.g., mini-camp, summer camp) in that same department.**

The Texas Department of Family and Protective Services (TDFPS) 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.texas.gov/Contact_Us/report_abuse.asp. *744.501 (17)(21)

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



Emergency Preparedness Plan

In an emergency, the children and staff will be relocated to a safe location. Families will be notified that children have been moved and given the location to pick up their child. In the event that an actual emergency does not allow us to relocate children, families are asked to cooperate with instructions provided by the YWCA staff. *744.501(22)

The Emergency Preparedness Plan ensures 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 parent or guardian. The YWCA will contact Child Care Licensing.

Evacuation

It is the responsibility of each site director to ensure the following items remain with the children at all times:

1. First Aid kit
2. children's records (emergency contact info, authorization for medical care, etc.)
3. attendance records
4. school/site cell phone

Lockdown

The YWCA has developed and practices lockdown protocols in the event of a threat or hazard (e.g., suspicious person, criminal activity) within or in proximity to a childcare site per the standards set by law enforcement personnel. Parents **will not be notified** of an active *lockdown* because this could negatively affect efforts to keep children safe and interfere with an active search for a suspect in the area. In such situations, students and staff are safest inside the building in *lockdown*. Please know that these preventive measures are designed to provide the utmost security and safety for YWCAre children and staff at each site and are in accordance with directions from law enforcement and school district personnel.

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

Emergency Preparedness Plan

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, 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 having emergency contact information for each child with them at all times.
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 emergency, 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 (6701 University Avenue).
 - All staff will be expected to remain with the children until it is safe to return to the center, or until parents have arrived.
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) 354-5307.
 - o Parents will be contacted as quickly as possible by YWCA staff by either land or cell phone, using the emergency information provided by parents.

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

<https://drive.google.com/drive/u/2/folders/1modQRvsUfOKirKtI-LpmNX2-xYGAYktf>

Alternate Shelter for YWCAre After-School Sites

An emergency exit map is located in every site binder. Staff will take medication, children's records, allergy plans, first aid kits and the YWCAre school site cell phone to ensure constant communication with parents, management, and emergency service personnel. YWCAre site relocation areas are outlined on the following pages.

In the event of an emergency, staff should line up the children in a calm manner and walk them to the designated relocation area. 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 to either the YWCA on University (6501 University Avenue) or Sun 'n Fun (6204 Elgin Avenue).

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

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 North

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit from south doors and go into the parking lot	Exit from south doors outside of the cafeteria and go into the parking lot	Gather in the inside hallway outside the cafeteria
Activity Gym	Exit from the east door and go into field across the driveway	Exit from the south doors outside of the gym and go into the field across the driveway	Gather in the closet attached to the gym against the inner most wall

COOPER SOUTH

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Cafeteria	Exit west doors to the east parking lot blacktop	Exit hallway doors and continue exiting through east doors to the parking lot blacktop	Custodian break room next to cafeteria
Gym	Exit north #2 door crossing road to north parking lot	Exit southeast door, go through PK/K playground and exit to east parking lot blacktop	Custodian break room next to cafeteria

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

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

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

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

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

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 south door to sidewalk and grassy area between gym and main building	Exit north doors to school blacktop	Music room
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 the school	Exit southeast doors to the south side of the school	Room 112 - along wall by the bathrooms

WHEELOCK

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 south doors to north side of the field	TBD	Teacher workroom
Gym	Exit east doors to north side of the field	Exit west doors to the sidewalk on Vicksburg Avenue	Coach's office in the gym

TRINITY CHRISTIAN

Room	Fire/Building Evacuation	Fire-Secondary Evacuation	Severe Weather
Pending Approval			

2026-2027 Calendar - Lubbock ISD

Date	Event	YWCAre Hours <i>*registration required</i>	Registration Opens
Aug. 12	First Day of School	3:20-6 p.m.	–
Sep. 7	Student Holiday	CLOSED	
Sep. 28	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Sep. 7
Oct. 12	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Sep. 7
Oct. 30	GOALS	CLOSED Mini Camp Offered @Y on U*	Sep. 7
Nov. 2	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Sep. 7
Nov. 23-24	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Sep. 7
Nov. 25-27	Thanksgiving	CLOSED	
Dec. 17	Early Dismissal	CLOSED (starts at noon) Mini Camp Offered @Y on U*	Nov. 23
Dec. 18	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Nov. 23
Dec. 21-23	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Nov. 23
Dec. 24-25	Christmas	CLOSED	
Dec. 28-30	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Nov. 23
Dec. 31- Jan. 1	New Year	CLOSED	
Jan. 4-5	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Nov. 23
Jan. 18	Student Holiday	CLOSED	
Feb. 12	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Jan. 11
Feb. 15	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Jan. 11
Mar. 12	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Jan. 11
Mar. 15	Summer Camp Registration Opens	9 a.m. - ywcalubbock.org	Mar. 15
Mar. 15-19	Spring Break	CLOSED Mini Camp Offered @Y on U*	Jan. 11
Mar. 26	Student Holiday	CLOSED	
Mar. 29	Student Holiday/Weather Make-Up	CLOSED Mini Camp Offered @Y on U*	Jan. 11
Apr. 29-30	Student Holiday/Weather Make-Up	CLOSED Mini Camp Offered @Y on U*	Jan. 11
May 3	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Jan. 11
May 26	Last Day of YWCAre		

2026-2027 Calendar - Cooper ISD

Date	Event	YWCAre Hours <i>*registration required</i>	Registration Opens
Aug. 12	First Day of School	3:20-6 p.m.	–
Sept. 7	Student Holiday	CLOSED	
Sept. 25	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Sept. 7
Sept. 28	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Sept. 7
Oct. 12	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Sept. 7
Nov. 9-10	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Sept. 7
Nov. 23-24	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Sept. 7
Nov. 25-27	Thanksgiving	CLOSED	
Dec. 11	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Nov. 23
Dec. 18	Early Dismissal	CLOSED (starts at noon) Mini Camp Offered @Y on U*	Nov. 23
Dec. 21-23	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Nov. 23
Dec. 24-25	Christmas	CLOSED	
Dec. 28-30	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Nov. 23
Dec. 31- Jan. 1	New Year's	CLOSED	
Jan. 4	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Nov. 23
Jan. 18	Student Holiday	CLOSED	
Feb. 12	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Jan. 11
Feb. 15	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Jan. 11
Mar. 1	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Jan. 11
Mar. 12	Early Dismissal	CLOSED (starts at noon) Mini Camp Offered @Y on U*	Jan. 11
Mar. 15	Summer Camp Registration Opens	9 a.m. - ywcalubbock.org	Mar. 15
Mar. 15-19	Spring Break	CLOSED Mini Camp Offered @Y on U*	Jan. 11
Mar. 26	Student Holiday	CLOSED	
Mar. 29	Student Holiday Weather Make-Up	CLOSED Mini Camp Offered @Y on U*	Jan. 11
Apr. 30	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Jan. 11
May 3	Student Holiday/ Weather Make - Up	CLOSED Mini Camp Offered @Y on U*	Jan. 11
May 19	Last Day of YWCAre		

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

2026-2027 Calendar - Trinity Christian *(pending approval)*

Date	Event	YWCAre Hours <i>*registration required</i>	Registration Opens
Aug. 13	First Day of School	3:20-6 p.m.	–
Sep. 7	Student Holiday	CLOSED	
Oct. 9	Parent - Teacher Conferences	CLOSED	
Oct. 23	Student Holiday	CLOSED	
Oct. 26	Student Holiday	CLOSED	
Nov. 23-24	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Sep. 7
Nov. 25-27	Thanksgiving	CLOSED	
Dec. 18	Early Dismissal	CLOSED <i>(starts at noon)</i> Mini Camp Offered @Y on U*	Nov. 23
Dec. 21-23	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Nov. 23
Dec. 24-25	Christmas	CLOSED	
Dec. 28-30	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Nov. 23
Dec. 31- Jan. 1	New Year's	CLOSED	
Jan. 4	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Nov. 23
Jan. 18	Student Holiday	CLOSED	
Feb. 12	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Jan. 11
Feb. 15	Student Holiday	CLOSED Mini Camp Offered @Y on U*	Jan. 11
March 12	Parent - Teacher Conferences	CLOSED Mini Camp Offered @Y on U*	Jan. 11
Mar. 15	Summer Camp Registration Opens	9 a.m. - ywcalubbock.org	Mar. 15
Mar. 15-19	Spring Break	CLOSED Mini Camp Offered @Y on U*	Jan. 11
Mar. 26	Student Holiday	CLOSED	
Mar. 29	Student Holiday/Weather Make-Up	CLOSED Mini Camp Offered @Y on U*	Jan. 11
Apr. 30	Student Holiday/Weather Make-Up	CLOSED Mini Camp Offered @Y on U*	Jan. 11
May 26	Last Day of YWCAre		

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



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

OR

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

Your child care at the YWCA of Lubbock

Contact Information: Shane Moran

Address: 6501 University Ave Lubbock, TX 79413

Phone Number: 806-776-9711

Email Address: shane.moran@ywc Lubbock.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)

Food and Nutrition Division
Child and Adult Care Food Program

This product was funded by USDA.
This institution is an equal opportunity provider.



Updated 11/17/2021
www.SquareMeals.org



Construyendo Para El Futuro

Este cuidado infantil recibe asistencia federal en efectivo para server comidas saludables a sus hijos. Una Buena nutricion hoy en día significa una mañana mas fuerte.

Las comidas servidas aqui cumplen con los requisitos de nutricion establecidos por el Programa de Alimentos para el Cuidado de Ninos y Adultos (Child and Adult Care Food Program) de USDA.

¿Preguntas? ¿Preocupaciones?

Llame gratuitamente a USDA al
1-866-873-2263

División de Alimentos y Nutrición al
1-800-TELL-TDA
(835-5832)

OR

Centro de cuidado de niños de su hijo al the YWCA of Lubbock

Contact Information: **Shane Moran**

Address: **6501 University Ave Lubbock, TX 79413**

Phone Number: **806-776-9711**

Email Address: **shane.moran@ywc lubbock.org**

Other Necessary Information:



DEPARTAMENTO DE AGRICULTURA DE TEXAS
COMISIONADO SID MILLER

Línea directa de fraude: 1-866-5-FRAUD-4 o 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Llamada gratuita: (877) TEX-MEAL | Para personas con problemas de audición: (800) 735-2989 (TTY)

Food and Nutrition Division
Nutrition Assistance Programs

Este producto fue financiado por el USDA.
Esta institución proporciona igualdad de oportunidades.



Updated 11/17/2021
www.SquareMeals.org

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	\$ 3,261	\$ 39,128
3	\$ 4,109	\$ 49,303
4	\$ 4,957	\$ 59,478
5	\$ 5,805	\$ 69,653
6	\$ 6,653	\$ 79,828

Effective May 1, 2025

* 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



This institution is an equal opportunity provider.

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

Ven a WIC de Texas

Estamos aquí para servirte

“Gracias a WIC, ahora tengo las herramientas que necesito para asegurar que mi familia siga el camino hacia un estilo de vida saludable.”

—Roxie, cliente de WIC



Como cliente de WIC, recibirás:

- Alimentos deliciosos
- Asesoramiento individualizado con nutricionistas
- Recetas sencillas de preparar
- Clases sobre nutrición
- Apoyo para la lactancia
- Evaluaciones médicas y sobre las vacunas
- Demostraciones de cocina
- Apoyo personalizado
- Actividades para niños

¿Calificas?

Ocho millones de mujeres, bebés y niños reciben beneficios de WIC. El Programa WIC va dirigido a mujeres embarazadas, nuevos padres, bebés y niños menores de cinco años. Si ya recibes Medicaid, TANF o SNAP, es posible que califiques.

Requisitos de ingresos de WIC de Texas

Número de personas en el hogar*	Ingresos mensuales	Ingresos anuales
2	\$ 3,261	\$ 39,128
3	\$ 4,109	\$ 49,303
4	\$ 4,957	\$ 59,478
5	\$ 5,805	\$ 69,653
6	\$ 6,653	\$ 79,828

Vigente a partir del 1 de mayo de 2025

* El número de personas en el hogar de una mujer embarazada aumenta según los bebés que espera. Si son más de seis personas, llama a la oficina local de WIC.

** Los ingresos también se calculan por semana o por quincena.

Empieza hoy mismo. Llama al 1-800-942-3678 o visita TexasWIC.org



TEXAS
Health and Human
Services



Esta institución es un proveedor que ofrece igualdad de oportunidades. © 2020 Todos los derechos reservados. Rev. 5/21

minimum standard that must be referenced in a program's policies.



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

CHILDREN AND YOUTH PROGRAMS

Infants & Toddlers | six weeks to three years • Preschool | three to five years
YWCAre | four-12 years • YWCamp Summer and Mini Camps | four-12 years
CYD (Community Youth Development) | seven-17 years
AMEND Together

COMMUNITY

Father Daughter Dance • Lemonade Day • Cocktails & Couture • Women of Excellence

HEALTH & WELLNESS

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

FITNESS

fitness classes • weight room • cardio center • rock climbing wall • pickleball

AQUATICS

Talkington YWCA Sun 'N Fun Outdoor Aquatic Center
swim lessons • certification classes • 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