



Hopkinsville Family YMCA  
7085 Eagle Way  
Hopkinsville KY 42240  
P: 270-887-5382  
[www.hopkinsvilleyymca.org](http://www.hopkinsvilleyymca.org)



Hopkinsville Family YMCA



**Dear Hopkinsville YMCA Parents,**

We are excited to have the privilege of caring for your child while you enjoy a workout or take some time for yourself. Our goal is to provide a safe and fun environment where your child can play and participate in daily activities. All of our programs are based on our mission and values, which are represented by five key words: love, respect, honesty, responsibility, and service. These core values are not only embedded in our curriculum and programs but also guide our daily operations.

We hold ourselves to high expectations and aim to do the same for your child and family. We believe our caregivers must offer high-quality care that meets the diverse needs of children and families while consistently demonstrating these core values. We also encourage children and their families to regularly display and reinforce these values.

This handbook serves as your guide to the YMCA and the Child Care Program Center. It covers everything from our operations and policies to safety, activities, and communication. If you have any questions not addressed in this handbook, please feel free to contact your YMCA Child Care Lead or Membership Director.

We look forward to supporting your child's growth and helping them reach their full potential, while building a lasting relationship with you and your family.

Sincerely,  
YMCA of Hopkinsville Child Care Team



**TIME LIMIT FOR CHILDCARE:**

Members are limited to 2 hours of child care per day, with a maximum of 9 hours per week. Parents must remain on the YMCA premises while their child is in child care.

**NORMAL HOURS OF OPERATION:**

**Check for availability during inclement weather.**

**Monday – Friday**

Morning: 8:00 a.m. – 11:00 a.m.

Evening: 4:00 p.m. – 7:00 p.m.

**Saturday**

8:00 a.m. – 11:00 a.m.

**Special Programs:**

**Parents Night Out (Paid Program) – Every Friday: 4:00 p.m. – 7:00 p.m.**

**Parents Day Out (Paid Program) – Tuesday & Thursday: 8:00 a.m. – 11:00 a.m.**

**Observed Holidays:**

- Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year's Day
- Memorial Day
- July 4th
- Labor Day



### **STAFFING:**

Childcare is overseen by a supervisor/director responsible for the operation of the location, which includes supervising children and staff, program planning and implementation, communication, and maintaining parent relations. The director is supported by additional staff based on the needs and size of the program. All personnel are trained in CPR/First Aid and complete a minimum of 15 hours of ongoing training. Training topics include Child Abuse Prevention, Safety Procedures, Kentucky Mandate Reporting, and Child Development Behaviors. Staff are not only trained to follow YMCA policies and procedures to ensure children's safety and enjoyment, but also to focus on the individual needs of each child. The YMCA recognizes the important role every adult plays in a child's life and expects all staff to serve as positive role models for children and families. Our staff undergoes background checks and TB tests.

### **DROP OFF AND PICK UP:**

All children must be accompanied to the childcare area and signed in and out by a parent, guardian, or an authorized adult (18 years or older) designated for pick-up or drop-off. The adult must stay with the child until they are handed over to YMCA Childcare staff. Anyone picking up a child may be asked to show proof of identification. If you wish to add someone as an authorized pick-up, forms are available at the Front Desk.

### **WHERE TO DROP OFF AND PICK UP:**

- Children from 6 weeks old to walking, and those walking up to 3 years old, should be dropped off at the Nursery.
- Children ages 4 to 11 should be dropped off in the Kids' Corner.
- Children under the age of 12 must be checked into the childcare area. They are not allowed to sit unsupervised in other parts of the building.



### **CRYING PROCEDURE:**

If a child is upset and crying, our Y team will make every effort to calm and comfort the child and help them adjust to the environment. If crying continues for more than 10 consecutive minutes, a Y team member will contact the parent for assistance in calming their child. Parents may attempt to leave the child again, but if crying persists for another 10 minutes, parents will be asked to pick up their child.

### **RULES FOR CHILDCARE PARENTS:**

- Parents are not permitted to enter the gated area in the Nursery or Kids' Corner, except in the event of a tornado. In such cases, parents may shelter in place with their child in the nursery changing room.
- Shoes must not be worn in the Nursery. Parents are asked to remove their child's shoes and place them in the shoe cubbies located at check-in.

### **EMERGENCY PROCEDURES:**

The YMCA has certified First Aid/CPR staff on-site at all times, and all YMCA staff are trained in emergency procedures. While each emergency situation may vary, standard YMCA protocols are in place. Staff are trained in these procedures, and applicable ones are practiced on-site.

Examples of safety procedures include, but are not limited to:

- **Emergency drills:** such as fire, earthquake, and lockdown drills.
- **Playground trips:** procedures for head counts, roll calls, and behavior management.
- **Information access:** Staff have immediate access to each child's forms, including health information, authorized pick-up adults, and signed medical treatment releases.
- **Health and safety:** All staff are certified in CPR/First Aid and trained in procedures for handling injuries and illness.



**In the event of a building evacuation, please do not go to the Nursery or Kids' Corner to pick up your child. We have procedures in place to safely evacuate and account for all children. Instead, please meet at the tennis courts to check out your child.**

### **BEHAVIOR EXPECTATIONS/MANAGEMENT PROCEDURES:**

At the YMCA, our goal is to provide a healthy, safe, and secure environment for all participants. We teach and uphold the core values of love, respect, honesty, responsibility, and service. Children attending our programs are expected to follow behavior guidelines and engage appropriately in group settings.

Disciplinary methods are designed to maintain the child's sense of self-worth while addressing inappropriate behavior. Discipline will never harm the child's self-image or cause embarrassment.

Some techniques used at the YMCA include:

- **Time-out discipline:** Time-out lasts for 1 minute per the child's age.
- **Setting clear, consistent, and fair limits:** Helping children learn to set limits for themselves.
- **Redirecting behavior:** Encouraging children to engage in more acceptable behaviors or activities.
- **Conflict resolution:** Guiding children to resolve conflicts and modeling problem-solving skills.
- **Natural consequences:** Removing a child from an activity if necessary.

Each child's developmental level is considered when implementing discipline or evaluating behavior. If chronic behavioral issues arise and a child does not respond to these techniques, the following actions may be considered, depending on the situation:

- **Documentation:** Incidents will be documented and communicated to parents regularly, with infraction forms recorded in the child's file.
- **Parent conferences:** Meetings with leadership staff may be scheduled.
- **Behavior plans:** Specific behavior plans or incentives may be introduced.



- **Suspension or removal:** Suspension from the program or removal from the YMCA may occur.

The following behaviors are unacceptable and may result in immediate suspension or dismissal from the program:

- 1st offense: Child will be sent home immediately.
- 2<sup>nd</sup> offense: 2 day suspension
- 3rd offense: Child will be suspended for one week.
- Every subsequent offense: One-week suspension.
  - **Endangering the safety of others:** This includes children, staff, members, and volunteers, as well as stealing or damaging YMCA property.
  - **Leaving the program or boundaries** without staff permission.
  - **Ongoing disruption:** Continuously disrupting the program.
  - **Refusing to follow rules:** Not adhering to behavior guidelines or program rules.
  - **Inappropriate language or behavior:** Using profanity, vulgarity, or obscene language frequently, or exhibiting lewd or sexually inappropriate behavior for their age.

The YMCA will work with parents to determine the best outcome for the child and the program. While suspensions or removals are not the YMCA's usual practice, we reserve the right to take such actions if the behavior compromises the safety and well-being of others or the child's own safety.

Immediate expulsion may occur if a child is found in possession of or using tobacco, alcohol, illegal drugs, firecrackers, firearms, explosives, or if they are putting themselves or others in immediate danger.

While the guidelines above outline typical procedures, the YMCA reserves the right to request alternative childcare arrangements without prior notification if deemed necessary for the safety of staff or program participants. This may include behavior not listed above. At all times, swearing, abusive language, and physical violence will not be tolerated by children, staff, volunteers, or parents.



### **ILLNESS:**

If your child is ill, DO NOT SEND them to childcare.

If your child is sent home with a fever, diarrhea, or other contagious illness, they may not return until they are symptom-free or no longer contagious for at least 24 hours.

You will be asked to pick up your child if any of the following conditions apply (but are not limited to):

- Two or more loose stools.
- Green discharge from the nose or eyes.
- Pink eye (conjunctivitis).
- Vomiting.
- Flu or COVID symptoms.
- A temperature of 99 degrees or higher.
- Chicken pox, scabies, or any other contagious disease.
- Head lice (child must be nit-free to return).
- Any type of rash (child must have a doctor's clearance note to return).

### **INJURIES DURING CHILDCARE HOURS:**

If your child is injured during childcare hours, the staff member in charge will take the necessary steps to obtain emergency medical care if needed. These steps may include, but are not limited to:

- Providing immediate first aid.
- Contacting a parent or guardian right away.
- In the case of a serious injury, appropriate emergency medical assistance will be called (911). A YMCA staff member will remain with the child until the parents or another authorized adult arrives.





### **SNACKS AND LUNCHES (FOOD SERVICE PROVISION):**

A nutritious afternoon snack will be provided to participants. Please note that refrigeration or warming of food cannot be accommodated, so do not send perishable items or foods that need to be cooked or heated. Snacks and meals are served on a first-come, first-served basis. We offer a balanced meal along with 1% milk to drink. **Please inform the YMCA Child Care staff of any allergies your child may have.**

### **CLOTHING, BELONGINGS AND LOST AND FOUND:**

Please label all of your child's belongings (e.g., lunch boxes, jackets, coats). Personal toys are not allowed in childcare. The YMCA is not responsible for lost, damaged, or stolen items. Please do not send valuables (such as cell phones, toys, radios, video games, etc.) with your child. Lost and found items will be cleared after one month.

### **BATHROOM/DIAPER NEEDS:**

- Diapers for Child Watch are limited, so we may not always have the right size for your child. Please provide your own diapers, pull-ups, and wipes.
- Children who are no longer in diapers must be able to wipe themselves. Staff can offer verbal assistance but are not permitted to physically assist children who are potty trained.

### **MANDATED REPORTING:**

**All YMCA Child Care staff persons are "mandated reporters."** As mandated reporters, staff members working for Hopkinsville YMCA are legally obligated to report suspected child abuse or neglect to the appropriate state child protection agency. Staff persons are required to report incidents where there is a reasonable suspicion that abuse or neglect has occurred or there is a substantial risk that abuse or neglect may occur, either in the care of a Hopkinsville YMCA Child care or outside of the program. It is not the responsibility of the staff person or the program to investigate whether abuse or neglect actually occurred, but rather to report probable incidents. In fact, programs and individuals must not attempt to



investigate; to do so can jeopardize the accuracy of the official investigation conducted by child protective services. Any employee who is the subject of a reported case of abuse or neglect will be removed from contact with children during the state investigation and until the charge is fully resolved.

Reports will be made to:

Reports of suspected child abuse or neglect may be made to a local police department, prosecutors or to DCBS. To report child, abuse and neglect committed by a parent, guardian or person exercising custodial control or supervision of a child, or abuse by a non-caretaker in cases of human trafficking, contact **DCBS** at the toll-free child abuse hotline: (877) 597-2331.

Non-emergency reports may also be made using the [Kentucky Child/Adult Protective Services Online Reporting System](https://prd.chfs.ky.gov/ReportAbuse/home.aspx) (<https://prd.chfs.ky.gov/ReportAbuse/home.aspx>).

### **AND JUSTICE FOR ALL:**

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. This institution is an equal opportunity provider. For more information, visit <https://www.fns.usda.gov/>



**WE WOULD LOVE TO HEAR FROM YOU:**

Parents can email the YMCA Child Care Lead or Director regarding any questions/suggestions about the childcare or the YMCA.

Childcare Lead at: [Stephanie@hopkinsvilleymca.org](mailto:Stephanie@hopkinsvilleymca.org)

Your director can be reached at: [Norma@hopkinsvilleymca.org](mailto:Norma@hopkinsvilleymca.org)