



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PARENT HANDBOOK

GUIDELINES FOR THE BURBANK COMMUNITY  
YMCA CHILD DEVELOPMENT PROGRAMS

CDC Infant LIC	#198019459
CDC Preschool LIC	#191290631
HMCC Infant LIC	#197494850
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School Age LIC	#198010530

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*We strengthen the foundation of community by providing families  
with high quality education, enrichment and care.*

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# INTRODUCTION

Welcome to the Burbank Community YMCA Early Education Program. You have just joined the largest non-profit community organization in America committed to the development of children, youth and families through Youth Development, Healthy Living, and Social Responsibility. We are a membership organization involving you in everything that we do.

You are now a partner in providing children with a high-quality preschool education, and active enriching after school program, and a youth development program designed to support high school students as they develop into caring, competent adults.

The Y is a powerful association of men, women, and children of all ages and from all walks of life, joined together by a shared passion to strengthen the foundation of community. With a commitment to nurturing the potential of kids, promoting healthy living, and fostering a sense of social responsibility, we ensure that every individual has access to the essentials needed to learn, grow, and thrive.

It is our belief that together we can bridge the gaps in our community by building healthy, confident, and secure children, youth, and families.

## CHILD DEVELOPMENT COMMITMENT STATEMENT

As the Burbank Community YMCA Early Childhood Educators, we are strongly committed to making a difference through inspiration and connections. We are devoted to creating a supportive, all-inclusive environment where staff, children and families feel safe and welcome.

-Early Childhood Staff

## SUMMER CAMP COMMITMENT STATEMENT

The Burbank Community YMCA Summer Camp staff is committed to creating an inclusive experience through empathy, dedication, relationships and inspiration. We challenge ourselves by recognizing the needs of our community and build our relationships as a team. We strive each day to create unique memories and lifelong friendships by supporting and guiding Y camp families. Our purpose is to inspire our youth and to foster personal growth. We commit to leaving behind a legacy.

-Summer Camp Leaders & Counselors



# ABOUT THE Y

## OUR VALUES

Guided by our core values of caring, honesty, respect and responsibility, the Y is dedicated to giving people of all ages, backgrounds and walks of life the opportunity to reach their full potential with dignity.

## Y CAUSE

The Y's cause is to strengthen community. Every day we work side by side with our neighbors to make sure everyone, regardless of age, income, or background, has the opportunity to learn, grow, and thrive.

## THREE AREAS OF FOCUS

- Youth Development: nurturing the potential of every child and teen.
- Healthy Living: improving the nation's health and well-being.
- Social Responsibility: giving back and providing support to our neighbors.

## YOUTH PROTECTION STATEMENT

The Burbank Community YMCA is committed to the development, health and well-being of children and youth in our care. Any form of physical, emotional, mental or sexual abuse will not be tolerated. We have instituted policies, procedures, training and supervision requirements to create an organizational culture focused on the protection of all children and youth involved in YMCA programs and activities. For more information about our Child Abuse Prevention Policy, please contact your Program Director.

## CHILD ABUSE PREVENTION AND REPORTING

The state requires that any suspected incidents of child abuse be immediately reported to the Department of Social Services for further investigation. All CDC employees are mandated child abuse reporters. Parents are invited to visit programs at any times. We have an open-door policy. We offer positive assistance and resources regarding the prevention of child abuse through workshops, printed materials and referrals to local agencies offering assistance. For more information about our Child Abuse Prevention Policy please contact your Program Director. To report child abuse in Los Angeles County, California, contact the Child Protection Hotline 24 hours a day, 7 days a week. Call (800) 540-4000.

## CORE VALUES BUILD STRONG CHARACTER

Core values are essential principles that unite us and guide our behavior. As a result, we show genuine concern for others and are sincere. We treat everyone as we want to be treated. We honor our promises and hold ourselves accountable for our actions.

As long as we stay true to ourselves and true to others, we cannot help but accomplish great things. A person of strong character strives to do the right thing...even when no one is looking.

## Y CHARACTER VALUES

Character Development gives us the ability to meet our mission. Teachers and counselors are hired based on their commitment to accept and demonstrate these positive values in their own lives. By holding ourselves accountable and building character around our six pillars of character—Caring, Trustworthiness, Respect, Fairness, Citizenship, and Responsibility—we build healthy spirit, mind and body for all.

**CARING:** to demonstrate a sincere concern for others, for their needs, and well-being. Related values: compassion, forgiveness, generosity and kindness.

**TRUSTWORTHINESS:** to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs. Related values: integrity and fairness.

**RESPECT:** to treat others as I would want them to treat me, to value the worth of every person, including myself. Related values: acceptance, empathy, self-respect and tolerance.

**RESPONSIBILITY:** to do what is right—what I ought to do, to be accountable for my choices of behavior and actions and my promises. Related values: commitment, courage, good health, service, and citizenship.

**FAIRNESS:** to play by the rules, to take turns and share by being open-minded and listening to others. Related values: justice and openness.

**CITIZENSHIP:** to do your share to make your school and community better by cooperating, getting involved, and staying informed. Related values: responsibility and respect.



## YMCA OUTREACH AND EVENTS

### COMMUNITY SUPPORT CAMPAIGN—FEBRUARY

Last year, the Burbank Community YMCA awarded more than 800 families with financial assistance, helping over 1,200 deserving people who live and work in Burbank. The need increases every year. Membership dues and program fees do not aid families who need help. In order to meet this ever-growing need, the Burbank Community YMCA holds a Community Support Campaign to raise vital funding for financial assistance. All members of the Burbank Community YMCA, which include teachers/counselors, are encouraged to participate in this fund-raising effort, usually held during the month of February.

### PANCAKE BREAKFAST—MAY

The Y's Service Club organizes an annual Pancake Breakfast during the month of May. Tickets are sold at the YMCA before the event and all proceeds go to support the YMCA scholarship program.

### TURKEY TROT—NOVEMBER

Over 3,000 runners participate in the Burbank Community YMCA's Turkey Trot 5-10K run. Runners line up on Third Street, outside the Y to begin Thanksgiving on a healthy note. There are elite athletes, families, seniors and children all taking part. For some it is their first race, for others, just their first race of the day!

### CHRISTMAS TREE LOT—DECEMBER

The Y's Service Club organizes a Christmas tree lot each year before Christmas. This is another wonderful way that funds for scholarships are raised.



# THE CHILD DEVELOPMENT DEPARTMENT

## CHILD DEVELOPMENT CENTER ADMINISTRATION

The CDC office is open from 8:00AM to 12:00PM and 2:00PM to 5:00PM, Monday through Friday. Feel free to contact us by phone at 818-562-5461 or by email address listed below.

If you need to conduct business outside of our regular office hours, please contact your program director to make special arrangements.

<b>Bryan Snodgrass</b> Chief Operating Officer	(818) 845-8551 X348	bryans@burbankymca.org
<b>Angela Barlow</b> Sr. Director of Child & Youth Development	(818) 562-5461 x238	angela@burbankymca.org
<b>Rita Greenspan</b> Director of Preschool/School-Age	(818) 562-5461 x295	rita2@burbankymca.org
<b>George Taiman</b> Transportation	(818) 562-5461 x300	george@burbankymca.org
<b>Aileen Flores</b> Youth Development Coordinator	(818) 562-5461 x246	aflores@burbankymca.org
<b>Jamilla Jackson</b> CDC Office Administrator	(818) 562-5461 x276	jjackson@burbankymca.org

## CLASSROOM EXTENSION NUMBERS

Infant	(818) 562-5461	Room 1	x223
Infant	(818) 562-5461	Room 2	x237
Preschool	(818) 562-5461	Room 3	x240
Preschool	(818) 562-5461	Room 4	x249
Preschool	(818) 562-5461	Room 5	x227
Preschool	(818) 562-5461	Room 6	x241
Toddler	(818) 562-5461	Room 7	x242
School Age	(818) 562-5461	Room #201	x245
School Age	(818) 562-5461	Room #202	x288
School Age	(818) 562-5461	Room #203	x274

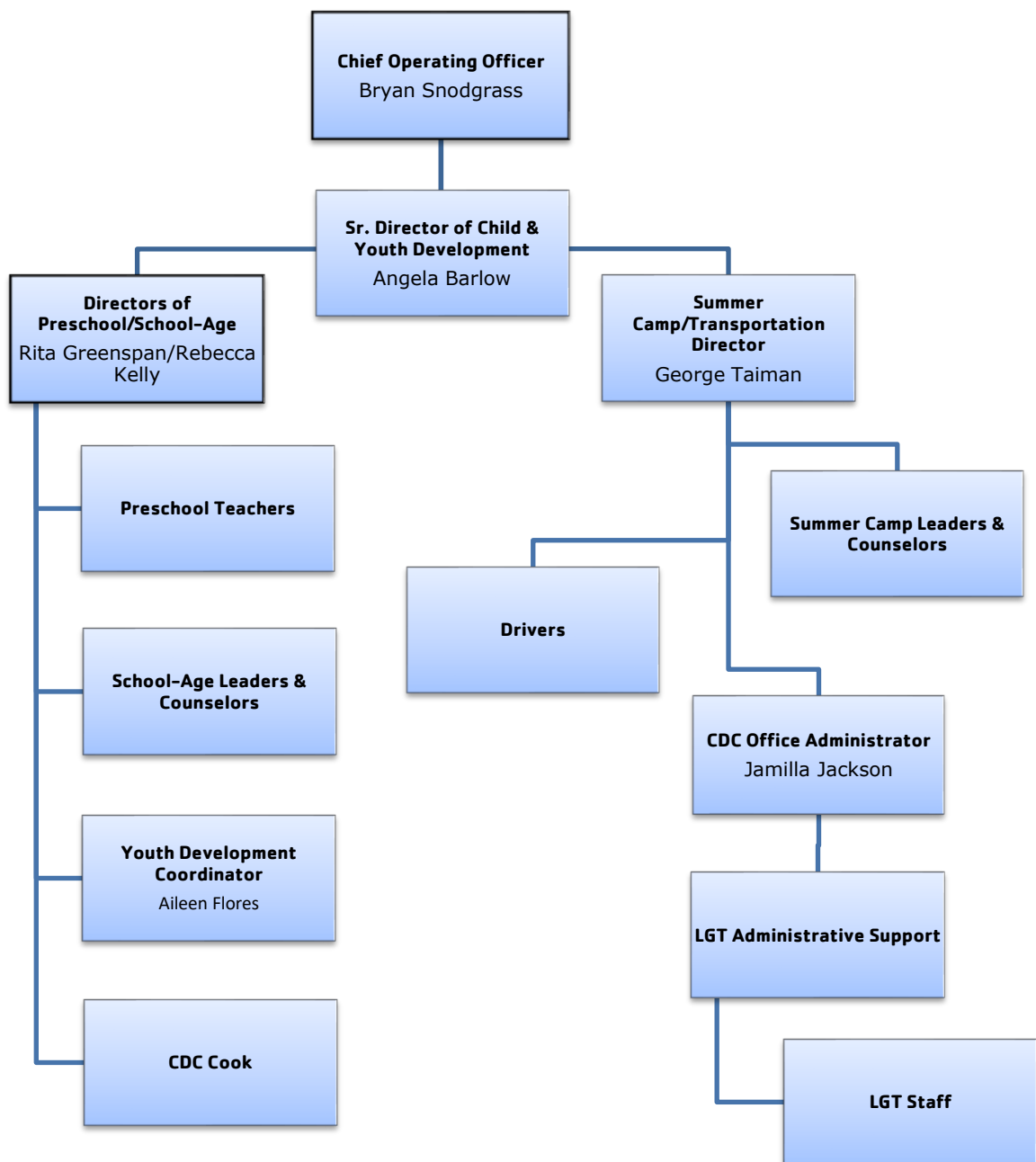
## HORACE MANN CHILDRENS CENTER ADMINISTRATION

The HMCC office is open from 7:00AM-10:00AM and 3:00PM-6:00PM Monday through Friday. Feel free to contact us by phone at 818-729-1650 or by email address listed below.

If you need to conduct business outside of our regular office hours, please contact your program director to make special arrangements.

<b>Bryan Snodgrass</b> Chief Operating Officer	(818) 845-8551 X348	bryans@burbankymca.org
<b>Angela Barlow</b> Sr. Director of Child & Youth Development	(818) 562-5461 x238	angela@burbankymca.org
<b>Rebecca Kelly-Garcia</b> Director of Preschool	(818) 729-1650	rgarcia@burbankymca.org

## CDC & HMCC ORGANIZATION CHART



## OUR PHILOSOPHY

The Child Development Centers (CDC & HM) provide a loving, stimulating learning environment indoors and out where children and youth can discover, explore, experiment, and grow at their own pace. Special emphasis is placed on helping each child and youth to develop social skills, nurture creativity, provide opportunities for learning and help build a positive self-image. Our philosophy supports the Reggio Emilia philosophy and traditional play-based model of early childhood education.

Our centers are committed to providing developmentally appropriate programs based on the belief that children learn best through play. Teachers/counselors facilitate learning by creating meaningful opportunities that promote physical, social, emotional, and cognitive development, enabling children and youth to reach goals that are both challenging and achievable.

We use a balanced approach to teaching which integrates best practices. It is child centered, promoting the right of the child to choose meaningful learning activities. Educational standards set out by the NAEYC provide an excellent foundation and support for academic success.

We believe that families raising children are unique and vital to the health of our nation and have an important role to play in the YMCA, a membership community.

We believe that developmental assets, such as positive core values and healthy living, are the key building blocks of development, helping people to grow up caring and competent.

## COMMUNITY OUTREACH

The Senior Director is a member of the National Association for the Education of Young Children (NAEYC) and/or their local affiliate and member of the **SCAEEYC Accreditation Committee** as well as a **California Director Mentor**. She is also part of the American Camp Association (ACA) as well as one their standards visitor. These associations help us to stay current in the field of Early Childhood education. We keep close relationships with the Burbank Unified School District, the City of Burbank and local agencies that serve children and families. We support the efforts of our local agencies by posting events and issues on the Parent Information Board in the breezeway.



## CDC & HMCC PROGRAMS

### INFANT

Our Infant Program serves infants from ages 6 weeks to 18 months of age Monday through Friday from 7 AM to 6 PM. Our infant teachers ensure each infant develops at their own pace according to their individual needs and services plan, fostering positive bonding and relationship building, physical development and self-regulation skills. Additionally, our Infant Program is designed to offer quality care and nurturing to infants while away from parents and offer families the support they need to promote a smooth transition from home to care.

### PRESCHOOL

Our Preschool Program operates Monday through Friday from 7 AM to 6 PM, providing education, enrichment, and care to children ages 18 months to 5 years old. Our preschool curriculum is play-based with a strong emphasis on developmentally appropriate practices. Each child has a portfolio to document their individual growth and development. Classrooms are warm and inviting and provide learning areas which include math, manipulatives, art, music, literacy, blocks, dramatic play and science. The outdoor classroom is designed to support active play and stimulate the imagination. We establish and maintain a collaborative partnership with each child's family through regular communication, classroom letters, parent-teacher conferences, screenings, educational and special events. There are optional, extra-curricular activities offered including gymnastics, basketball, yoga, dancing and swimming.

### TK KINDER PREP

Our Transitional Kindergarten Program is for children preparing to enter kindergarten in the next school year. Using our current philosophy and play-based methods of teaching, children will participate in curriculum that aligns with meeting the school district kindergarten benchmarks. Additionally, our teachers utilize the DRDP-K (Desired Results Developmental profile for kindergarten) to track the growth and development of each student and ensure they are on a path for school readiness and success.

### SCHOOL AGE (CDC ONLY)

Our School Age Program operates Monday through Friday from 7 AM to 6 PM providing before and after school enrichment care to children from kindergarten through 5<sup>th</sup> grade. Transportation is provided to and from nearby schools. Our programs are play-based with a strong emphasis on developmentally appropriate practices. We provide homework support, healthy snacks, arts and humanities, outdoor games, sports, science and special interest clubs such as theater, music and cooking. There are optional, extra-curricular activities offered at the main YMCA facility including gymnastics, basketball, dancing and swimming.

### POWER SCHOLAR EXPLORERS

Power Scholar Explorers (PSE) is an after-school enrichment and academic support program for students in grades 1 & 2. PSE is a tuition free program funded solely by donors and community stakeholders to offer fully qualified teaching staff as well as social/emotional learning for students performing below grade level in either reading and math.

Our partnership with Bellxcell allows us to offer grade level curriculum and enrichment experiences that aims to enhance a students love for learning, build confidence, and improve their academic performance.

### SUMMER CAMP (CDC & BRACE CANYON PARK)

Our Summer Camp Program operates Monday through Friday from 7 AM to 6 PM every week in the summer that Burbank public schools are not in session. Summer camp offers a fun, safe and exciting summer day camp for children and youth entering kindergarten through completion of 8<sup>th</sup> grade. Our camps include a wide variety of dynamic activities including outdoor games and songs, sports, swimming, skating and art, as well as local field trips to a variety of educational and fun destinations.

### YOUTH DEVELOPMENT

High School opportunities include Youth and Government, Service Learning and Counselor-In- Training. Youth & Government teaches about the legislative and judicial process. The Service Learning program matches student's skills, experiences, and interests with job shadowing opportunities and meets the Burbank Unified School District qualification for high school volunteer hours. The Counselor-In-Training program is a summer long leadership experience for high school students.

# FACILITY

## CDC Specific

The CDC is a smoke and firearm free zone. The rooms and bathrooms are cleaned daily. The carpets and rugs are vacuumed daily and cleaned twice a year. Toys are thoroughly cleaned weekly, and all are sanitized daily. Many of our toys are put through the dishwasher for high temperature cleaning. The tabletops are cleaned before and after each use. Teachers practice universal infection control by using gloves when cleaning wounds or any other bodily fluid contact. Teachers and maintenance use a safe, very broad-spectrum disinfectant on tables and other surfaces (bleach and water mixed fresh daily).

All equipment is kept good working condition and remove or replace anything that may pose a safety hazard. We have a full-time maintenance staff at the YMCA who is ready to respond to facility needs that may require immediate attention.

We have a full-sized commercial kitchen equipped with refrigerator, freezer, microwave, stove/oven and food storage. Heated items will not exceed 110 degrees.

The fire extinguishers are checked annually. Our fire alarm system is tested three times a year.

Parking is provided in two parking lots. Parents can park in the main parking lot in the designated childcare parking spots or in our north 40 parking lot located across from the child development center. While members utilize both parking lots, all patrons are recommended to turn off their engines, specifically in spots located nearest the playground. On extremely hot or cold days, exceptions can be made for anyone remaining in their vehicle for a short period of time.

**Preschool:** There are 2 sinks, a drinking fountain, and a toilet in every classroom. There are changing tables in all infant and toddler rooms. There is a drinking fountain in both the preschool and toddler yards

Our outdoor classroom runs on a staggered schedule that allows each classroom/cohort to utilize the space for outdoor time.

## HM SPECIFIC

HM is a smoke and firearm free zone. The rooms and bathrooms are cleaned daily. The carpets and rugs are vacuumed daily and cleaned twice a year. Toys are thoroughly cleaned weekly, and all are sanitized daily. The tabletops are cleaned before and after each use. Teachers practice universal infection control by using gloves when cleaning wounds or any other bodily fluid contact. Teachers and maintenance use a safe, very broad-spectrum disinfectant on tables and other surfaces (bleach and water mixed fresh daily).

Parking is provided as street parking directly in front of the school. Parents can park for a short period of time in front of the school while staff park in the main faculty lot located behind the school. While members of the school district utilize the parking lot, all patrons are recommended to turn off their engines, specifically in spots located nearest the playground. On extremely hot or cold days, exceptions can be made for anyone remaining in their vehicle for a short period of time.

All equipment is kept good working condition and remove or replace anything that may pose a safety hazard. We have a full time maintenance staff at HM who is ready to respond to facility needs that may require immediate attention.

We have a full-sized commercial kitchen equipped with refrigerator, freezer, microwave, stove/oven and food storage. Heated items will not exceed 110 degrees.

The fire extinguishers are checked annually. Our fire alarm system is tested three times a year.

There is 1 sink and a drinking fountain in every classroom. There are restrooms located in our preschool hall and also in our outside space. There are changing tables in all infant and toddler rooms. There is a drinking fountain in the hallway by the restrooms and outside by the outdoor restrooms.

Our outdoor playground space is shared with the BUSD SEED program and is used on a staggered schedule. Our outdoor patios are a shared space used by our preschool classrooms only.

# POLICIES AND PROCEDURES

## ADMISSION

The CDC/HMCC is open to any child or youth who may benefit from its programs regardless of race, religion, sex or ethnic background. We welcome children of all abilities and will make reasonable accommodations to meet the requirements of children with special needs. Children are placed in age-appropriate classrooms as space is available.

Vacancies in the programs are filled on a first come, first served basis with priority given to:

1. Siblings of children who are currently enrolled
2. Children of YMCA Staff Members

It is required that the family tours the center prior to registration. All preschool families must attend the annual preschool orientation meeting. Any child enrolled in the program must have a complete registration packet on file before admission to the program.

## CONFIDENTIALITY

All records and files maintained by the YMCA are confidential and remain the property of the YMCA. Records and files are not to be disclosed to any outside party without the express permission of the Child Development Director. Confidential information includes but is not limited to: financial records; current and former employees personal information; the identity of, contact information for, and any other account information on patrons, vendors and suppliers; information regarding injury related to a child; and any other documents or information regarding the YMCA's operations, procedures, or practices. Confidential information may not be removed from the YMCA premises without expressed authorization.

## TUITION

Registration fees are due before your child begins attending the CDC & HMCC. The first month's fees are due on the 20<sup>th</sup> of the month prior to the first of the month of attendance or before the first day of attendance. Each month thereafter, the monthly tuition (amount owed) is due on the 20<sup>th</sup> of each month for services provided in the next month. The CDC accepts payment for monthly childcare fees by credit card (Visa, MasterCard, and American Express) or checking account withdrawal. The CDC/HMCC require all participants to be enrolled in the automatic payment plan. The monthly fee is payable every month. There is no credit given when your child is absent from the program or on vacation.

## PAYMENT ARRANGEMENTS

Parents will complete a Payment Authorization Form upon enrollment. Your monthly program fees will be charged to the card we have on file on the 20<sup>th</sup> of the month prior to attendance.

## LATE PAYMENT FEES

A fee of \$30.00 will be assessed for any charge declined by the bank. If a charge is declined, payment in full must be received by the last day of that month. A late fee of \$50.00 will be assessed on the 1<sup>st</sup> day of the next month if payment is not received and attendance may be suspended until full payment of tuition and fees has been satisfied.

## ADDITIONAL FEES

\$10 – Failure to Call for Absence (School Age Only – because of van schedules), \$0-\$100 – Late Pick Up

## WITHDRAWAL

A withdrawal form is required at least 10 business days prior to withdrawing from the program. Failure to do so will result in the assessment of fees in conformance with the CDC program fee/prorated schedule.

## FINANCIAL SCHOLARSHIP POLICY STATEMENT

The YMCA provides membership services for any person or family, who desires to participate regardless of the ability to pay the standard program fee. Those that may be unable to pay the full fee may be awarded assistance based on their demonstrated ability to pay and the YMCA's ability to provide funding. Due to the demand for financial assistance, the YMCA must follow the eligibility guidelines. The YMCA reserves the right to adjust assistance as needed during any given calendar year. Notice will be provided in writing to our members when adjustments will be made. All rules and policies including but not limited to the Code of Conduct must be adhered to at all times while in the YMCA facilities or at YMCA sponsored events. Any violations may result in disqualification of assistance. Approval of Financial Assistance will not extend to programs outside of the CDC.

### Eligibility

1. Eligibility will be granted on the basis of financial need. Eligibility does not guarantee a financial assistance award. Financial Assistance awards are made to eligible participants based on the Y's available resources.
2. Applicants will be required to pay a portion of the fees in addition to the assistance provided.
3. Financial Assistance is awarded at the beginning of the school year (August) or prior to Summer Camp registration dates as stated in camp brochure. (If a child leaves the program, assistance will then be given to another qualifying applicant.)
4. All past due balances must be paid to the satisfaction of the YMCA to be eligible for new or continuing Financial Assistance.

### How to Apply

1. Applications are available through the CDC during normal business hours. All records will be kept confidential.
2. Applicants must fill out the Financial Assistance Application **completely** to be considered for financial assistance. Applicants are required to provide verification of household income. (*The YMCA requires two current consecutive payroll stubs and the most current federal tax returns*).
3. If any member of the household is currently unemployed for any reason, including disability, documentation of unemployment is required.
4. **All** sources of household income should be reported (this includes alimony, court ordered and non-court ordered child support, disability, worker's compensation, and any other government assistance). Documentation is required.
5. The applicants will not be registered for programs until they satisfy their portion of the specified program fees.

### Selection Process

1. The assistance will be awarded on a first come, first serve basis, subject to available resources.
2. Financial Assistance application will not be reviewed until all required documentation has been received by the YMCA.
3. Eligibility of financial assistance will be determined by the Financial Aid criteria, based on a thorough review of the application and all supporting documentation.
4. Assistance will be granted to the extent that funds are available.
5. The YMCA reserves the right to deny or end assistance to any applicant at any time.

## BEHAVIOR MANAGEMENT

At our centers we believe that no child should be punished for negative behaviors. We believe that the most effective way to positive behavior is through positive discipline, and open, two-way communication between teachers/counselors and children. Teachers/counselors pay special attention to learning environments that prevent common negative behaviors; like providing many of hands-on learning activities to keep children stimulated and engaged. Daily activities that encourage the use of oral and written language help children develop relationships with their peers.

Teachers/counselors help children understand the consequences of their behavior and guide their choices whenever possible. "If you crash your bike, you will lose your turn. What would you like to do?" We state rules firmly and positively, never harsh or judgmentally.

Teachers/Counselors will adjust environments and activities to support any child's challenges when possible.

We expect children to have trouble sharing. They are still learning. We refrain from dwelling on mistakes or accidents and sooth children's disappointments by providing new opportunities to get it right. "You will get another turn with the sand toys after lunch."

*"Children are going to have disagreements—sometimes dramatic ones—as they interact with others. They really don't 'know better' because they haven't learned the 'better' yet. After all, a 4-year-old has only 48 months of on-the-ground experience! It's our job to teach children positive lessons from their mistakes—and to make sure we don't hold their mistakes against them."*

-Dan Gartrell NAEYC

- <https://www.naeyc.org/resources/pubs/tyc/summer2021/discipline-guidance>

Sometimes a child may need some time away from the situation that is causing the difficulty. This time usually lasts no more than a few minutes, but it gives the child an opportunity to regain self-control, and try making a different choice.

If a child is having a difficult time, teachers may:

- Use a variety of supportive verbal communication.
- Redirect or separate the child from the undesirable situation.
- Help the children involved to find a peaceful and comfortable resolution to the problem.
- Affirm positive behavior.
- Make an "I" statement. "I see you throwing blocks. The blocks need to stay on the floor. We do not use "you" statements like "You are a bad boy" because that is a judgment of the child's worth.
- We never use any form of physical punishment, humiliation or bribery.

## BEHAVIOR MODIFICATION PLANS

Should a child's behavior escalate, we will ask the parent to meet with us to discuss ways we can work together to help resolve the undesirable behavior and help the child to succeed. During these meetings, teachers and families will review anecdotal notes made during classroom observations to better prepare for the individualized plan. Every child is different and their needs in the classroom must be treated as unique ones.

Suspension, expulsion, and other exclusionary measures are only implemented if all parties (family, staff, etc) have exhausted all attempts/plans to support the challenging behavior. In the case a child's behavior management plan does not progress towards positive behavior or improvement, all parties will meet again to review the next steps. Exclusion can be integrated into the plan for the safety of the child, classmates, and teachers/counselors.

In the case no other options/plans work to support the behavior we will work closely with the family to find resources for the child based on their specific needs. This is in hopes that these resources can be implemented into the classroom at the center for positive experiences.

All of these plans & modifications acknowledge *Personal Rights LIC 613A*

# INFANT CARE

## BOTTLE POLICIES FOR INFANT PROGRAMMING

The Y follows food safety practices that also support our bottle-fed infants. Each infant in our program is required to fill out an Infant Care Plan. This plan allows the staff & center to prepare for their child's eating and sleeping routines.

In addition to routines, this form notes if an infant is fed breast milk or formula. Our storage practices for milk and formula are as follows:

- All infant food and bottles are stored in a refrigerator in the classroom that is kept at 39 degrees.
- Formula must be premixed and labeled with the date prepared and infant's name.
- Breast milk must be prepared in a bottle with the date and the infant's name.
- Either prepared bottles will have the content discarded after there is mouth to bottle contact and the time frame exceeds two hours or the recommendation based on the formula safe handling instructions.
- Bottles that are used to feed an infant formula or breast milk, must have measuring marks so that the amount consumed can be documented after each feeding.

## SLEEP SAFE POLICY-ALL INFANTS UNDER 12 MONTHS

The Y Child Development Centers follow sleep safe practices recommended/required by both Title 22 Licesing guidelines as well as the AAP (American Association of Pediatrics) recommnedations.

All infants must have form LIC 9227 completed to ensure any infant that is not able to roll over is only placed on their back to sleep (unless signed off by the infants medical provider, then a doctors note must be on file)

Our program also conducts sleep checks every 15 minutes to ensure that there is no labored breathing or distress during nap times. The following are additional sleep safe practices at our centers.

- Place infants on their backs for sleep in their own sleep space with no other people.
- Use a crib, bassinet, or portable play yard with a firm, flat mattress and a fitted sheet. Avoid sleep on a couch or armchair or in a seating device, like a swing or car safety seat (except while riding in the car).
- Keep loose blankets, pillows, stuffed toys, bumpers, and other soft items out of the sleep space.

## SCHOOL HOLIDAYS AND CLOSURES

The monthly tuition fee remains the same each month regardless of how many holidays or closures are in a month. The CDC/HMCC will be closed on the following days.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Start of School Teacher/Counselor In-Service and Preparation (2 Days prior to BUSD fall start)
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Preschool Closed, occasionally, the days between Christmas and New Year's Day
- New Year's Eve
- New Year's Day
- Additional Staff in-Service Day (TBA – usually November – Veteran's Day)

\*Please refer to the school calendar for exact dates of school closures. Yearly calendars are subject to change.

## PEDAGOGY

**Preschool:** The Burbank YMCA Child Development Center (CDC) and Horace Mann Children's Center (HMCC) provides quality early childhood education utilizing a play-based model approach to learning that honors each child's individual growth and development. We utilize the Reggio Emilia Approach to learning and designing our environments, which consists of natural materials and loose parts designed to ignite a child's curiosity and imagination all while learning math, literacy, science, etc. Additionally, we strive to foster discovery, exploration, and experimentation in an effort to encourage critical thinking and inquiry. Our Transitional Kindergarten program aligns with the California Common Core Standards and developmentally Appropriate Practices (DAP) according to the desired outcomes and benchmarks suggested by the department of Education.

**School Age:** Our programs are play-based with a strong emphasis on developmentally appropriate practices. We provide homework support, healthy snacks, arts and humanities, outdoor games, sports, science and special interest clubs such as theater and cooking. There are optional, extra-curricular activities offered at the main YMCA facility including gymnastics, basketball, dancing and swimming.

## ASSESSMENT—EARLY CHILDHOOD EDUCATION

The Desired Results Developmental Profile (DRDP) is a tool developed by the California Department of Education used to assess a child's development. We use the DRDP to help plan curriculum to provide a lesson plan that will meet each child's needs. Each child has an individual portfolio which includes photographs, observations and work samples which is used to assess and document individual growth. Teachers go through trainings with their supervisors prior to beginning the observation process of a student. Once the teacher has completed the DRDP training, they then have opportunity to conduct observations as a team to ensure accuracy prior to working on observations individually. This give the teacher the chance to learn the information and understand how the assessments provide knowledge for curriculum and planning. Parents may ask to view their child's portfolio at any time. The preschool will initiate two Parent/Teacher conferences per year. This allows for a more formal communication regarding a child's needs and progress.

# FIRST DAY OF SCHOOL

All children are provided space for personal belongings. Located in each classroom is a cubby. The children can place all of their belongings in their own individual cubbies.

## WHAT TO BRING

All children toddler to 5<sup>th</sup> grade:

- Provide two zip lock bags with extra clothing. One will be kept in the disaster supply bin (this bag should also include a family picture); the other will be used in case a child needs to be changed during the day.

Infant/Toddler:

- Bring a fitted crib sheet, a small blanket and small pillow (optional) in a pillowcase that is marked with your child's name.
- Bring diapers and wipes with your child's name clearly marked.
- Prepared bottles (Labeled), infants only.

Preschool:

- Bring a framed photograph of your family to include in our display.
- Bring a fitted crib sheet, a small blanket and small pillow (optional) in a pillowcase that is marked with your child's name.

Kindergarten:

- Bring your child's lunch box marked with your child's name if you choose not to participate in our lunch program.

## WHAT NOT TO BRING

All children ages infant through 5<sup>th</sup> grade

- Electronics of any kind. We are a screen free facility
- Sugary food items such as juice boxes, fruit snacks, etc. as well as fast food items. We adhere to HEPA (Healthy Eating Physical Activity) standards that support the fight against childhood obesity.

Infants (0-12 months)

- Swaddling blankets for use while sleeping (*Title 22 10245 Infant Safe Sleep*)

Infants (12-18 mo.) & Toddlers

- Traditional sippy cups. Please refer their physical development and emotional/independence development.
- Bottles of any kind unless recommended by their pediatrician.
- NO pacifiers of any kind unless recommended by their pediatrician.
- Onesies! They do not promote toilet training and encourage self-initiated dressing and undressing.

Preschool (2yrs.-5yrs.)

## SEPARATION

All children experience separation anxiety at some time. Separation concerns are a part of a child's adjustment to outside-of-the-home care. For each child, this concern is a very real, yet normal and a healthy part of the developmental process relating to adjusting and gaining trust. As a parent you may feel this anxiety, especially if this is your child's first time in a care setting. Here are some things to remember to help make the transition as smooth as possible:

- Try to be as positive as possible. Talk enthusiastically about the fun your child can have with other children. Even the youngest child can gain confidence when your tone of voice is positive. This will help reassure you as well.
- You are invited and strongly encouraged to visit 2-10 times prior to your child's first day. This will allow you and your child to get to know the teachers and the children. You may arrive for your visit between 9:30-10:30 in the

morning or between 3:30-4:30 in the afternoon and remain with your child for 30-60 minutes. Visits can occur once you have had your intake with the Preschool Director.

- Spend a little extra time with your child before leaving for the first time. When it is time to leave, make sure that you tell your child goodbye. Do not sneak away. This can be devastating to a child's sense of trust and will only create confusion and worsen anxiety. The process of trust in this situation begins with the direct good-bye.
- Our teachers have a lot of experience helping children make their adjustment. It is not helpful for the parent to linger. This only delays the adjustment process and may even worsen the situation for both the parent and the child. The child will begin to adjust, often, after the parent has left.
- Children will begin to understand that even though their parent is going to leave, they indeed will return. This confidence may take a few days or a few weeks, but it will happen.
- You are invited to call our centers at any time to get an update on your child's early separation adjustment. First days are very important, and we will do everything possible to make it a comfortable and happy experience for you and your child. The teachers and the director will carefully monitor your child's progress, keeping you informed of your child's adjustment to the daily routines. In addition to phone calls, we welcome all families to join our communication app specific to each child's classroom. This includes photo sharing from the day and direct communication with the classroom teacher.
- If your child is still having difficulty, please discuss the situation with your child's teacher so that we can work together in partnership to help ease your child's transition.

## DAILY SCHEDULE

### ARRIVING AND DEPARTING

The Department of Social Services (DSS) requires that an authorized adult sign children in and out each day. The signature must include the person's first and last name. Parents must list all authorized adults on the child's emergency information form. It is imperative that parents keep their emergency information up to date. Visitors who are not recognized by the office administrator or teacher/counselor will be asked to provide identification. No person without previous signed authorization will be allowed to take a child from the center.

Please make sure that your child's teacher/counselor is aware of your child's arrival and departure at the time they are signed in or out.

Failure to sign in or out properly may result in a \$100.00 per day fine and a Type "B" violation from DSS. Parents will be required to reimburse the CDC for any fines which occur as a result of their failure to properly sign their child in and out.

The Preschool Program closes at 6:00 PM and the School Age Program closes at 6:00 PM. Parents will be allowed one late pick up and then be subjected to the following fees: \$25 for the second late pick up, \$50 for the third and \$100 for the fourth and thereafter.

**Preschool:** Children who arrive significantly after 9:00am miss the opportunity to ease into the morning routine with their teachers and peers. In addition, children arriving late may interrupt the flow and structure of the morning. We understand the common unforeseen circumstances of daily life and appreciate your effort to have your child to school by 9:00 am. Children will not be allowed to come after 10:00am unless pre-approved by his/her child's teacher in advance.

If you are aware your child will be late, please make an effort to call the office by 9:30 am. Please note that children may not arrive after 12:00pm.

**School Age:** Morning care begins at 7:00 AM. Children may bring breakfast if they wish. Children arrive at the Center no later than 7:30 AM to insure timely arrival at school. Afternoon care begins at 12:00 PM.

## KEYPAD ENTRY (CDC Only)

Each family will be issued a keypad code number which will allow you to enter and exit the facility. For security purposes, we ask that you do not give your code to anyone. Our surveillance cameras provide additional security, but it is critical that you do not allow anyone else to enter using your code. The system allows us to record code access and time of day and is monitored by a computer. If you arrive at school before or after program hours, the system will deny you entry. If you forget your code, simply press the buzzer and wait for a staff person to arrive. You are always welcome to come through the main office during our regular office hours.

## PROGRAM SCHEDULE

**Preschool:** Each day children are free to choose from a variety of activities including manipulatives, dramatic play, building blocks, creative arts, reading, writing, music, cooking and science. Large group activities include stories, music, movement and discussion. Outdoor activities include wheel toys, water play, sand yard, and easel painting. We serve a healthy snack both in the morning and the afternoon and parents provide lunch. The teachers sit with the children during snacks and lunch. The daily schedule considers the child's need for solitary play, quiet and active times, large and small group and opportunities for one-on-one interaction between the teacher and the student.

**School Age:** Daily activities and lessons are provided for our children to enhance their learning. We serve a healthy snack every afternoon. Scheduled homework time is allotted each day where the children can receive assistance from their counselors. Following homework time, children participate in our enrichment activities that include, but are not limited to cooking, theatre, art, and science. Active play opportunities are also presented to allow children ways to enhance their gross motor skills. In addition, children are free to choose from a variety of activities including manipulatives, dramatic play, building blocks, creative arts, reading, writing, cooking and science. Large group activities include stories, music, movement, and discussion. Outdoor activities include wheel toys, water play, sand yard, and easel painting. Children experience a myriad of opportunities as part of the program, allowing them to try new things. The daily schedule considers the children's need for solitary play, quiet and active times, large and small groups, and opportunities for one-on-one interaction between the teacher and the student. An important part of the School Age program is the YMCA's Food and Fun Curriculum. As part of this curriculum, children actively participate in creative ways to learn about nutrition, healthy choices, and active play.

## NAP TIME—PRESCHOOL ONLY

Nap time is part of the daily schedule at the center. All children are required to rest or sleep on a cot provided by the school. Teachers read stories and talk quietly with the children as they settle in for rest time.

Bedding will be sent home at the end of the week to be washed. Please remember that no full-size pillows or sleeping bags are allowed due to limited storage.

## DAILY COMMUNICATION

Please feel free to touch base with your child's teacher/counselor at any time. Daily communication is important to assuring that your child's needs are met. If a teacher/counselor is not able to give you the attention you seek because of their involvement with the group of children, please ask to speak with the Director for assistance. If you feel that something requires more attention, please call to set up a conference. We believe that keeping the lines of communication open is a vital component of any quality program.

Staff will also communicate routine information through email, cubbies, and postings next to the sign in/out clipboard. We ask that parents share pertinent information with us in order for us to understand the things that are happening at home that may affect their participation at school.

**Infant/Toddler Program:** The infant/toddler program utilizes a Daily Care Record sheet. You begin each day by filling out the sheet to let the teachers know vital information about your child's sleep, nutrition, and other pertinent information. The teachers will use the same sheet to record the events of your child's day, including diapering, toileting, and napping.

## CLOTHING

Children should come to school in sturdy, washable play clothes. They will get dirty. Many activities involve play with paints, sand, mud, and water. Children naturally love to explore in a variety of activities, and it is important they feel free to do this without worry of staining good clothes. Please do not send your child in clothing you cannot afford to get dirty or stained.

**Please write your child's name in all outerwear items.**

During the colder months, we recommend children wear layers of clothing for warmth. During the warmer months, we recommend children wear breathable, light clothes. In the summer it is helpful to have water shoes and a hat or visor for outdoor play.

**Preschool:** Children should wear clothes with elastic waistbands and other easily removable clothes as we encourage them to manage their bathroom and changing needs as independently as possible.

## BAREFOOT & BENEFICIAL

Here at the Burbank YMCA Child Development Center, we focus on honoring each child's individual growth and development as well as creating an at home environment feeling that supports the Reggio Emilia Philosophy. Our 'Barefoot & Beneficial' guidelines is an included part of this philosophy. In an effort to support a child's proprioceptive and vestibular development, as well as supporting a child's self-awareness and encouraging a positive sense of self, we allow the children to remove their shoes when they see fit. Each classroom is equipped with a shoe basket and children are required to place their shoes and socks in them should they decide to remove them. This allows for easy access to our shoes in the event of an emergency.

Safety is always our first priority and for this reason, children are encouraged to wear shoes while riding a bike/tricycle. This ensures a safe environment while participating in activities in our Outdoor Classroom.

In addition to supporting our philosophy, our 'Barefoot & Beneficial' guidelines and policy aligns with Title 22 Licensing Regulations Personal Rights, that assumes children have the right to take their shoes off at any time and will not be forced to put them back on.

## SUNSCREEN

We ask that parents apply sunscreen to their child prior to coming to school. The sunscreen needs to contain UVB and UVA protection of SPF 15 or higher when applied to exposed skin. The authorization to apply sunscreen is included in the child's original admission's packet. Parents must provide sunscreen with their child's name written on the bottle. The sunscreen will be in your child's classroom in a secured container either in the bathroom or closet away from the children.

## CELEBRATIONS FOR ALL

Here at the Burbank Community YMCA Child Development Center, we acknowledge that holidays and birthdays are a special time families and children. Our celebration guidelines reflects the needs, beliefs and values of the children and families we serve, and aligns with traditional anti-bias early educational theories that support birthday and holiday celebrations as unique times to honor family traditions, different cultures and beliefs. Additionally, we strive to promote celebratory learning that fosters awareness and appreciation for social justice, diversity and individual identities.

We encourage families to participate in celebrations through non-traditional or commercialized celebrations, for example, donating a book to their child's classroom and joining a story time, sharing a family dish or healthy snack or cooking activity. Families are encouraged to discuss any celebrations with their child's teacher in advance.

We **do not allow** birthday or holiday celebrations with customary party foods like cake, cookies, candy or other high sugar foods. Any special arrangements should be discussed with your child's teacher **prior** to their birthday. You may want to consider making a special visit to share a musical talent, read a book or help with a craft. Your teachers can help you with your plan.

We **do not allow** the distribution of gifts, goody bags, cards, decorations, decorative tableware or balloons. This includes Halloween treats and Valentine's Day cards. Please do not arrive at school with any of the above listed items as our teachers and counselors are instructed not to allow them in the classrooms. We want to avoid putting teachers and office staff in the position of returning items, or negotiating each birthday, or holiday as they

approach. Classrooms will communicate well in advance of any holiday if they need any donations for a simple classroom observance of any holiday.

## **TOYS**

No guns or weapons of any kind are permitted at school. Nature items, photos, or mementoes from family excursions may be brought to share for specially arranged classrooms activities. For some children, holding a special toy as a transition object may be helpful, but your child will be asked to keep the item in their cubby while at school. The CDC cannot be responsible for lost, broken or stolen items.

## **PETS AND ANIMALS**

Pets and/or animals may not visit the CDC without prior permission. Visiting animals must have proper immunizations and will be allowed only at the discretion of the Director.



# PARENTS

## PARENT INVOLVEMENT

We encourage parents and teachers to work together in a partnership. This is accomplished through parent participation days, individual parent conferences, classroom visits, parent education opportunities and special events. Parents are welcome visitors in our classrooms at all times. All guests to the CDC preschool must first check in with the front office. We make every effort to inform you of your child's daily experiences as well as their developmental progress over time.

# STAFF

## STAFF EDUCATION

The Burbank Community YMCA takes great care in selecting the most qualified and caring people. All CDC employees are trained in Adult/Child CPR and First Aid as well as clearance through fingerprinting, criminal records and child abuse background investigation. California law requires a background check on any adult who works in a licensed childcare center. (See following page for Caregiver Background Check Process from the California Department of Social Services.)

**Preschool:** All of our teaching staff is educated in the field of early childhood education. They are carefully selected for their educational background, training, experience and sensitivity to the needs of young children. Most hold an AA or BA Degree in Child Development, Early Childhood, or a related field and must have a minimum of one year's experience working with preschool children. Professional workshops and in-service trainings are provided regularly to all staff members.

**School Age:** All of our School Age staff has completed a variety of college courses and field experience working with children ages 5 years through 5<sup>th</sup> grade. They are carefully selected according to their talent and commitment to building developmental assets in youth. Participation in professional workshops and trainings are provided regularly to all staff members.

## PRIVATE EMPLOYMENT OF STAFF

The YMCA prohibits parents with children enrolled at the Burbank Community YMCA from hiring staff as personal babysitters or for private employment of any kind. This is also known as the "No Babysitting Rule." This would include staff transporting children to and from the CDC/HMCC as well as being listed on the parent pick up list.

## RESOLVING CONFLICTS WITH STAFF

Parents who feel they are having a conflict with a member of the CDC/HMCC staff are encouraged to seek a resolution by first speaking with the staff member directly. If the problem is not resolved in a timely and respectful manner, the parent is encouraged to seek assistance from the Senior Director. If the problem is still not resolved, the parent may wish to contact the YMCA Chief Operating Officer, Bryan Snodgrass. He can be reached at (818) 562-5461 x348 or by email at [bryans@burbankymca.org](mailto:bryans@burbankymca.org).

## CAREGIVER BACKGROUND CHECK PROCESS

### IMPORTANT INFORMATION FOR PARENTS

#### CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

#### How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

#### How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://ccld.ca.gov/contact.htm>

# HEALTH & WELL BEING

## HEALTH

The Department of Social Services does not allow the CDC/HMCC to provide care for children who are sick or show symptoms of illness. Parents are required to make arrangements for when their children are sick. The American Public Health Association and American Academy of Pediatrics have published *Guidelines for Out of Home Child Care Management and Prevention of Illness*. The center complies with these guidelines for inclusion, exclusions, and dismissal relating to the ill child.

***All children are required by law to have up to date immunizations before entering childcare. Personal beliefs are no longer granted as a waiver and parents must provide a written copy of a plan of immunization schedule by a physician on or before the child's first day of enrollment.***

A brief health inspection of each child will be made daily as each child enters the school. If a child develops signs of illness or symptoms that prevent them from actively participating in the program, parents or guardians will be notified by phone to come and pick them up. An authorized adult must arrive within 30 minutes of notification.

When a child becomes sick at school, he/she will be isolated from the other children to prevent any illness from spreading. All parent contact phone numbers must be kept current. If a parent is unavailable or unable to pick up their child, CDC/HMCC staff will begin to call the people listed as the child's emergency contacts. In the event of a severe or sudden illness we will call 911.

**We must have a way to contact you quickly when your child is ill. An authorized adult must arrive within 30 minutes of notification. Parents that have not picked up their child within one hour will be charged a late pick-up fee of \$100.**

The following is a list of common symptoms that would require a child to stay home or need to be picked up from the program and may not return until they have been symptom free for 24 hours:

- |                                  |                           |
|----------------------------------|---------------------------|
| ○ 100 degree, or higher, fever   | ○ Earache                 |
| ○ Nausea and/or vomiting         | ○ Fever or chills         |
| ○ Congestion                     | ○ Watery or inflamed eyes |
| ○ Cough                          | ○ Discharge from eyes     |
| ○ Sore throat or enlarged glands | ○ Lethargic behavior      |
| ○ 2 or more diarrheas            | ○ Communicable diseases   |
| ○ Acute skin rash                |                           |

All employees are required to use universal precautions to avoid illness and the spread of infection. The following is our requirements for washing hands:

Children:

- immediately before and after eating
- after using the toilet or having their diapers changed
- before and after using individual water play items, water tables or moist items (such as clay)
- after playing on the playground
- after handling pets, pet cages or other pet objects
- after sneezing or coughing

Teachers:

- upon arrival at work
- immediately before handling food, or feeding children
- after using the toilet, assisting a child in using the toilet or changing diapers
- after coming in contact with a child's body fluids, including wet or soiled diapers, runny noses, saliva, vomit, etc.
- after sneezing or coughing
- after handling pets, pet cages or other pet objects
- before and after giving or applying medication or ointment to a child or staff
- immediately after removing gloves
- before going home
- before and after eating, drinking, or taking a break
- after handling one food and before another

## **OUTBREAK AND ILLNESS MANAGEMENT-COVID-19**

### **NOTIFICATION OF ILLNESS**

- Families, staff and/or visitors who have traveled to an area identified by the Center for Disease Control as Level 3 will be prohibited to enter the facility for 14 days from the day they returned to the United States.
- Families, staff and/or visitors will be informed immediately any risk or potential exposure.
- Facility administration will immediately report to local agencies any potential exposure or immediate risk and follow advised protocols at that time.
- Any staff member, child or family member showing signs of or related to Covid-19 must self-isolate for a period of 10 days and be symptom free for 24 hours before returning to the facility.

### **MITIGATION AND PREVENTION**

- Staff, children, and/or visitors will be screened immediately for signs of illness, including temperature checks for staff, and sent home if present with a fever or any signs of contagious illness that may or may not include the upper respiratory infection COVID-19. Any individual sent home will be asked to not return for 10 days.
- Any staff, children, and/or visitors will be separated and isolated in our "Sick Room" located on the second floor.
- Staff will immediately begin sanitation procedures to prevent further spread of illness. This includes using sanitation materials that are approved by the EPA.
- Proper PPE's will be provided to all staff in the event of a pandemic or notification of illness outbreak or exposure at the Child Development Center and/or Summer Camp Site.

### **FACILITY CLOSURE**

- Facility will close for a period of 14 days in the event of exposure or contact with any individual or child confirmed to be infected with any Level 3 Bio Safety infectious disease as outlined by the Center for Disease Control.
- Facility will follow all recommended measures as indicated by the local health department, or possibly local governments regarding any further mitigation and prevention measures to take.

### **EVERYDAY PREVENTION MEASURES**

- Stay home when sick.
- Remain at home until fever has been gone for at least 24 hours without the use of fever-reducing medicines.
- Seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.
- Use the Cleaning and Waste Management Considerations for Residences to help clean your home.
- Use "respiratory etiquette".
- Cover cough with a tissue or sleeve. See [CDC's Cover Your Cough](https://www.cdc.gov/flu/prevent/actions-prevent-flu.htm) page (<https://www.cdc.gov/flu/prevent/actions-prevent-flu.htm>) for multilingual posters and flyers, posted at the bottom of webpage.
- Provide adequate supplies within easy reach, including tissues and no touch trash cans.
- Wash hands frequently.

- Encourage hand washing by children, parents, and staff through education, scheduling time for handwashing, and the provision of adequate supplies.
- Provide alcohol-based hand sanitizers to supplement routine hand washing.

## TERMS AND DEFINITIONS

- **Pandemic**  
*(of a disease) prevalent over a whole country or the world.*
- **Level 3 Biosafety Diseases**  
*Disease which has a high respiratory transmission. Examples include Tuberculosis, Anthrax, Hantavirus, Yellow Fever, Rocky Mountain Fever, Malaria, Rift Valley Fever, and COVID-19.*



- **EPA**  
*United States Emergency Protection Agency*
- **PPE**  
*Personal Protection Equipment*
- **CDC**  
*Center for Disease Control*

\*Information obtained from <https://www.cdc.gov/training/quicklearns/biosafety/>

## MEDICATION

Medication should be given at home whenever possible, but there will be times when it must be given while the child is in our care. California Community Care Licensing (CCL) regulations permit childcare providers to administer medication under the following conditions.

- Medication box will be kept in the Director's office. A separate box will be kept in the office refrigerator for any medications requiring refrigeration.
- All prescription and nonprescription medications shall be maintained with the child's name and shall be dated.
- Each medication shall have an unaltered label.
- Prescription medications shall be administered in accordance with the label directions as prescribed by the child's physician. Nonprescription medications shall be administered in accordance with the product label directions on the nonprescription medication container.
- Parents must complete the Consent to Administer Medication form provided in the front office. The instructions from the parent shall not conflict with the label direction as prescribed by the child's physician or conflict with the product label directions on a nonprescription medication container.

## MEDICATION PROCEDURES\*

- All medication must be brought to the CDC/HMCC office and checked in with the Program Director, CDC/HMCC Director, or authorized staff member. Medication may only be checked in to staff who have received their Medication Administration certification. Staff must fill out the Medication Acceptance form, verifying they have received the medication.
- Parents must complete the Consent to Administer Medication form.
- Medication will be placed in a gallon zip-lock bag and stored in the medication box. The Consent form will be filed in the medication binder.
- Only staff with the Medication Administration Certification will administer medication.
- Medicine administered will be recorded on the Consent to Administer Medication form located in the designated program medication binder next to the medication.
- All staff should encourage parents in conversations between teachers/counselor and parents regarding special needs, allergies, medications, etc.
- Medication must be returned to the parent at the end of each day, or for medications such as Epi-pens may be stored in the locked medication box and returned prior to the child's last day of attendance.

\* The only exception is from 7:00 a.m. to 8:00 a.m., when the office is closed. During that hour only, or in the event that a Program Director or the CDC/HMCC Director are not present, medication may be dropped off with a teacher/counselor that has completed the Medication Administration Certification. A supply of the Consent to Administer Medication forms should be readily available, and the teacher/counselor should be sure that the parent completes the form properly. Medication left with an opening teacher/counselor must be taken to the office at 8:00 a.m., if not before, checked in with the Program Director or CDC/HMCC Director, and stored in the lock box.

## INCIDENTAL MEDICAL SERVICES

Any child requiring the administration of incidental medical services, such as Epi-Pen, Inhaled medication or Nebulizers, Blood Glucose Monitoring, or Glucagon, the following requirements will be met:

- Written instructions to be provided by the child's physician (to include dosage, frequency and clear specific instructions on the administration of the medication or medical service).
- At least one staff member from each classroom will be trained to administer the above-mentioned medications in accordance with the dosage and directions provided by the physician along with formal Medication administration Training Certification every two years. Training will include:
  1. Basic medication administration and procedures.
  2. Safety precautions and procedures, including use of gloves and hand washing).
  3. Disposal of used, disposable medication administration devices.
  4. Storage requirements for medication.
  5. Disposal of medication.
  6. Documentation of medication administration.
- Two staff members will be always present who are trained to administer the above-mentioned incidental Medical Services.
- In the event of a disaster, the CDC/HMCC Director will be responsible for retrieving the medication boxes and maintaining them during the course of any emergency.
- The following procedures will be followed if a child requires administration of the above-mentioned medical services:
  1. The child's parent or authorized representative will be notified by telephone immediately following the treatment or event requiring immediate incidental medical service.
  2. An "Illness report" will be given to the parent or child's authorized representative at pick up with a description of the medical event.
  3. Epi-Pens, inhalers, and nebulizers will be kept in the medicine lock boxes as all times.
  4. Any and all used medical devices or medication will be disposed of according to proper health and safety guidelines. Parents will be notified of such changes immediately and will be asked to replace any device or medication as necessary.
- Blood glucose testing for the purpose of monitoring a child diagnosed with diabetes will be permitted with the following conditions:
  1. Completion of LIC Form 9221 and a medication acceptance form authorizing administration of incidental medical services.
  2. Clear written instructions must be provided by the child's physician. Staff will be required to follow only the written instructions as outlined by the child's physician and as indicated on the original label or instructions.
  3. Test results will be recorded and reported to the child's parent or authorized representative daily.

## INJURIES

The teachers will care for minor injuries. Soap, water, bandages, ice and TLC are the usual treatments. Injuries are recorded on the Injury Report Form and a copy is provided for the parent. When an injury affects the head or the face, the parent will be notified immediately. If the parent cannot be reached, children will be cared for according to the signed Consent Form on file. Any injury which requires treatment by a physician will be reported to the Department of Social Services. First aid kits are available in each of the classrooms, the office, and the kitchen.



## BATHROOM SUPERVISION PROCEDURES (CDC)

The Burbank Community YMCA Child Development Center follows policies and practices on bathroom supervision that are based on the age of the child, the location of facilities, and staffing ratios.

Staff supervises private activities in child pairs whenever possible. These activities might include helping young children change into swimsuits or shower. When this is not possible, staff will position themselves so that they are visible to others.

Staff members stand in the doorway of the bathroom in public buildings, holding the door at least partially open, when supervising bathroom usage. Staff may position themselves inside the facilities so they can be easily seen by the children and so they are able to control and prevent any inappropriate activity. Staff will enter the bathroom and keep stall doors open if it is necessary to assist preschool children when toileting.

Bathrooms located in the preschool classrooms and upstairs next to the pantry are for children's use only. Anyone over the age of 18 must use the bathrooms located in either the front office of the CDC or the kitchen. A designation sign to this effect will be posted on the exterior of the doors notifying all adults.

### **Toddler (18 months-2 years)**

All children will be under sight and sound supervision at all times as stipulated in the Title XXII California State licensing requirements. A teacher will be present at the changing table or in the bathroom if a child is using the toilet.

### **Preschool (2-5 years)**

All children will be under sight and sound supervision at all times as stipulated in the California state licensing requirements. A teacher must be present in the classroom if a child is using the toilet. The bathroom door may be open or closed depending on the child's privacy preference. The partial door allows for continuous sound supervision as well as visual observation capabilities.

Offsite: All efforts shall be made for children to use the bathroom prior to walking field trips. When necessary, a teacher will escort children, at least two at a time, into a public bathroom. Stall doors may not be locked, but stall doors may be held shut by a teacher for the child's privacy preference.

### **Kindergarten-5<sup>th</sup> Grade**

CDC: Children will be sent one at a time to use the bathroom on an as needed basis. Rooms 201 and 202 are encouraged to use the restrooms available in Room 201. If those restrooms are not available, then children may use the restrooms located near the pantry. Counselors are required to keep visual contact with the child standing in the door frame of their open classroom door. The time will be noted to make sure the child is not in the bathroom for an extended amount of time. If several children are requesting to go the bathroom at the same time, a counselor will accompany a group of children and wait outside while children enter and exit on their own. Children may go individually or in pairs. While playing outdoors, a counselor will accompany the child to the upstairs bathroom, so the counselor is still able to observe the play yard from the upper walkway, as well as be in close proximity to the child in the bathroom. The counselor will be within audible distance in case of an emergency.

Offsite: Children will go toward the bathroom in pairs and be accompanied by a staff person. The counselor will confirm that the bathroom is empty and then permit the children to enter in pairs. The counselor will be within audible distance in case of an emergency.

Offsite: Children will go toward the bathroom in pairs and be accompanied by a staff person. The counselor will confirm that the bathroom is empty and then permit the children to enter in pairs. The counselor will be within audible distance in case of an emergency. Adults may enter the bathroom in case of an emergency only.

## BATHROOM SUPERVISION PROCEDURES (HMCC)

All children will be under sight and sound supervision at all times as stipulated in the California state licensing requirements. A teacher must be present in the in the restroom if a child is using the toilet. The doors leading into the restrooms will remain open and the teacher will have constant access to each child. Each stall in both boys' and girls' restrooms do not have doors so we are able to have continuous sound supervision as well as visual observation capabilities.

Offsite: All efforts shall be made for children to use the bathroom prior to walking field trips. When necessary, a teacher will escort children, at least two at a time, into a public bathroom. Stall doors may not be locked, but stall doors may be held shut by a teacher for the child's privacy preference.

# HEALTHY EATING

## NUTRITION

*The CDC/HMCC is committed to supporting you and your family in making healthy nutritional choices. Parents are required to notify the CDC/HMCC of any allergies or special dietary needs. Tuition includes a morning snack and afternoon snack. Although we cannot provide and implement family style dining at this time, we continue to follow all YUSA HEPA (Healthy Eating & Physical Activity Guidelines).*

*Foods from popular restaurants like McDonald's, Burger King and Taco Bell, do not support our mission in building strong kids, strong families, strong communities.*

*Children are not allowed to consume high sugar snacks while attending the CDC/HMCC. We consider these items to include candy, cakes, cookies, soda, punch, sugar-added juices, gum and especially chocolate.*

*Although sugar-free foods may be a necessary alternative for children with diabetes or other food related challenges, we do not recommend it for typical children who are trying to develop a desire for healthier choices. We provide fruits with natural sugar for those with a propensity for sweets.*

*If you would like more information or suggestions about providing nutritious meals for your family, please let us know and we would be delighted to provide you with support as well as resources.*

## HEALTHY ALLERGY FRIENDLY ENVIRONMENT

Here at the CDC/HMCC, we believe in healthy meals equality for all! Our classrooms implement allergy free & friendly tables for children and students with common or severe food allergies. Families are required to identify any food allergies on their child's enrollment packet and emergency forms, including documentation by their licensed medical practitioner. Staff are trained to handle and manage food allergies in a school environment and follow the **Voluntary Guidelines for Managing Food Allergies In Schools and Early Care and Education** Programs published by the Center for Disease Control (CDC).

Our Food Allergy Management Prevention Focuses on...

1. Daily Management of food allergies in individual children.
2. Preparations for handling food allergy emergencies.
3. Professional development for staff.
4. Educating children and families.
5. Maintain a healthy and safe educational environment.

Please refer to our **INCIDENTAL MEDICAL SERVICES** section for further information on how to manage and provide medication or medical supplies pertaining to allergies.

[https://www.cdc.gov/healthyschools/foodallergies/pdf/20\\_316712-A\\_FA\\_guide\\_508tag.pdf](https://www.cdc.gov/healthyschools/foodallergies/pdf/20_316712-A_FA_guide_508tag.pdf)

Snack and lunch can never be used as a tool when disciplining children. Teachers and counselors can never threaten to take snack or lunch away as a sort of punishment.

Sanitary procedures must be followed at all times. Teachers/counselors must wash their hands before and after food preparation and serving, and gloves must be worn if applicable. The menu must be followed. If for some reason snack or lunch varies from the menu, we must post the changes at least 24 hours prior. Any questions or concerns should be directed to the Program Director.

*Infant meal patterns and feeding schedules are determined by each infants' individual needs and services plan. Parents may provide either breast milk or commercially bought formula, including prepared bottles. Soft solids and meals will be provided upon an infant's ability and developmental level for feeding with written approval and documentation in their infant needs and services plan. Refrigeration is provided in both the infant and toddler classrooms. Infants are provided designated individual labeled food baskets for bottles and breast milk storage.*

## MEALS

Snack and lunch are prepared fresh by our cooks in both centers' kitchen for our infant and Preschool programs. We believe in family-style dining. Food is passed around the table and children serve themselves. This encourages small motor activity in younger children and allows children to take the amount of food they desire. *Pending COVID-19 guidelines, teachers will serve the meals.* Children and teachers then eat together at the table, creating an opportunity for children to socialize with one another. If children wish to have seconds, they may be allowed to do so.

Snack and lunch can never be used as a tool when disciplining children. Teachers and counselors can never threaten to take snack or lunch away as a sort of punishment.

Teachers and counselors are encouraged to participate in the family dining process with their children. Please make sure to follow our Healthy Eating and Physical Activity Standards when eating in front of the children.

Sanitary procedures must be always followed. Teachers/counselors must wash their hands before and after food preparation and serving, and gloves must be worn if applicable. The menu must be followed. If for some reason snack or lunch varies from the menu, we must post the changes at least 24 hours prior. Any questions or concerns should be directed to the Program Director.

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# HEALTHY EATING AND PHYSICAL ACTIVITY STANDARDS

## FOR EARLY CHILDHOOD AND AFTERSCHOOL PROGRAMS

	Early Childhood Program	Afterschool Programs
<i>Program for Parents and Child Care Providers</i>	<ul style="list-style-type: none"> <li>Implement an educational program for parents and childcare providers with physical activity and nutritional information relevant to the health of their children.</li> </ul>	<ul style="list-style-type: none"> <li>Implement an educational program for parents and childcare providers with physical activity and nutritional information relevant to the health of their children.</li> </ul>
<i>Physical Activity</i>	<ul style="list-style-type: none"> <li>Provide opportunities for light, moderate, and vigorous physical activity for at least 15 minutes per hour while children are in care.</li> <li>Play will take place daily outdoors whenever possible.</li> </ul> <p>For infants:</p> <ul style="list-style-type: none"> <li>Provide daily opportunities for infants to move freely under adult supervision to explore their indoor and outdoor environment and optimize adult-infant interactions.</li> <li>Provide daily “tummy time” (time in the prone position) for infants less than 6 months of age.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that children engage in at least 60 minutes of physical activity per day (for full-day programs), including a mixture of moderate and vigorous physical activities that promote bone and muscle strengthening.</li> <li>Play will take place daily outdoors whenever possible.</li> </ul>
<i>Screen Time</i> (television, cell phone, or digital media)	<ul style="list-style-type: none"> <li>Limit screen time, for preschoolers (ages 2-5) to less than 30 minutes per day for children in half-day program or less than 60 minutes per day for those in full-day programs.</li> <li>No screen time for children under 2 years old.</li> </ul>	<ul style="list-style-type: none"> <li>No access to television or movies.</li> <li>Limit digital device time to less than one hour per day. Digital device use is limited to homework or programs that actively engage children in activity.</li> </ul>
<i>Food</i>	<ul style="list-style-type: none"> <li>Serve fruits or vegetables at every meal.</li> <li>Eat meals family-style when possible.</li> <li>No fried foods.</li> </ul>	<ul style="list-style-type: none"> <li>Serve fruits or vegetables at every meal.</li> <li>Serve all meals family style.</li> <li>No fried foods.</li> </ul>
<i>Beverages</i>	<ul style="list-style-type: none"> <li>Offer water at the table during every meal and have water accessible at all times.</li> <li>Serve beverages that do not have added sugars.</li> <li>For children two and older, serve low-fat (1%) or non-fat milk, or 100% fruit juice (no more than one 4-6 oz. serving per day.)</li> </ul>	<ul style="list-style-type: none"> <li>Offer water at the table during every meal and have water accessible at all times.</li> <li>Serve beverages that do not have added sugars.</li> <li>Serve healthier beverages, including water, low-fat (1%) or non-fat milk, or 100% fruit juice (no more than one 6-8 oz. serving per day.)</li> </ul>
<i>Infant Feeding</i>	<ul style="list-style-type: none"> <li>Adults who work with infants and their families should promote and support exclusive breastfeeding for six months and continuation of breastfeeding in conjunction with complementary foods for 1 year or more.</li> </ul>	

These standards, when implemented fully throughout the Y, will be the basis on which the Y’s commitment to being one of the largest and healthiest providers of early childhood education and afterschool programming in the nation is recognized.

These standards have been expanded and revised as of 11/30/2011 to align with the Commitment that was made to First Lady Michelle Obama and the Partnership for a Healthier America. The difference between these standards and previous versions are relatively small. Previous versions of the Y’s Healthy Eating and Physical Activity (HEPA) Standards for After-School Programs have been augmented by adding parallel Early Childhood Education HEPA Standards, and new standards related to parent education and sugar-sweetened beverages.

### (CACFP) Infant Meal Patterns

Infants	Birth through 5 months	6 through 11 months
Breakfast, Lunch, or Supper	4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>	<p>6-8 fluid ounces breastmilk<sup>1</sup> or formula;<sup>2</sup> and</p> <p>0-½ ounce equivalent infant cereal;<sup>2,3</sup> or 0-4 tablespoons meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or</p> <p>0-2 ounces of cheese; or</p> <p>0-4 ounces (volume) of cottage cheese; or</p> <p>0-4 ounces or ½ cup of yogurt;<sup>4</sup> or a combination of the above;<sup>5</sup> and</p> <p>0-2 tablespoons vegetable or fruit, or a combination of both.<sup>5,6</sup></p>
Snack	4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>	<p>2-4 fluid ounces breastmilk<sup>1</sup> or formula;<sup>2</sup> and</p> <p>0-½ ounce equivalent bread;<sup>3,7</sup> or 0-¼ ounce equivalent crackers;<sup>3,7</sup> or 0-½ ounce equivalent infant cereal;<sup>2,3</sup> or 0-¼ ounce equivalent ready-to-eat breakfast cereal;<sup>3,5,7,8</sup> and</p> <p>0-2 tablespoons vegetable or fruit, or a combination of both.<sup>5,6</sup></p>

<sup>1</sup> Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

<sup>2</sup> Infant formula and dry infant cereal must be iron-fortified.

<sup>3</sup> Refer to FNS guidance for additional information on crediting different types of grains.

<sup>4</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>5</sup> A serving of this component is required when the infant is developmentally ready to accept it.

<sup>6</sup> Fruit and vegetable juices must not be served.

<sup>7</sup> A serving of grains must be whole grain-rich, enriched meal, or enriched flour.

<sup>8</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

<b>Child and Adult Care Food Program Lunch and Supper</b> [Select the appropriate components for a reimbursable meal]					
Food components and food items <sup>1</sup>	Minimum quantities				
	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> (at-risk afterschool programs and emergency shelters)	Adult participants
Fluid Milk <sup>3</sup>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces	8 fluid ounces <sup>4</sup>
Meat/meat alternates (edible portion as served):					
Lean meat, poultry, or fish	1 ounce	1 ½ ounces	2 ounces	2 ounces	2 ounces
Tofu, soy products, or alternate protein products <sup>5</sup>	1 ounce	1 ½ ounces	2 ounces	2 ounces	2 ounces
Cheese	1 ounce	1 ½ ounces	2 ounces	2 ounces	2 ounces
Large egg	½	¾	1	1	1
Cooked dry beans or peas	¼ cup	⅜ cup	½ cup	½ cup	½ cup
Peanut butter or soy nut butter or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp	4 Tbsp	4 Tbsp
Yogurt, plain or flavored unsweetened or sweetened <sup>6</sup>	4 ounces or ½ cup	6 ounces or ¾ cup	8 ounces or 1 cup	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement:					
Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounce of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	½ ounce = 50%	¾ ounce = 50%	1 ounce = 50%	1 ounce = 50%	1 ounce = 50%
Vegetables <sup>7 8</sup>	⅛ cup	¼ cup	½ cup	½ cup	½ cup
Fruits <sup>7 8</sup>	⅛ cup	¼ cup	¼ cup	¼ cup	½ cup
Grains (oz eq) <sup>9 10 11</sup>	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent	2 ounce equivalents



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## Burbank Community YMCA Guiding Standards for Healthy Eating

June 2013

The following Standards were developed to direct and guide staff, volunteers and members in how we use food in Y programs, social areas, meetings or events.

The Y promotes, supports and encourages healthy living choices. Our objective is to avoid obvious nutrition pitfalls and support those seeking better health and well-being by providing healthy examples whenever food is present in the Y or available at Y functions. Our nation faces several critical issues directly related to poor nutrition and inactivity including diabetes, heart disease, obesity and multiple other life changing effects from unhealthy eating habits. All of us can participate by understanding how we influence others as examples.

These guidelines will ensure our Y is setting positive examples and supporting healthy eating habits.

### At the Y...

#### We encourage:

- Water as the primary beverage of choice
- Offering whole vs. Processed foods, whenever possible
- Offering a fruit or vegetable when food is served

#### We avoid:

- High fructose corn syrup
- Trans fats
- High sodium content

#### We ask that staff, members and guests refrain from:

- Bringing traditional fast food meals into the Y or to Y program areas
- High sugar snacks such as cookies, cakes, candies, etc.
- Sodas

We understand the importance of food at celebrations and cultural gatherings.

**At the Y ...** When we celebrate with food present we will follow the above guidelines. In addition, we have also learned there are other positive ways to celebrate without food to recognize accomplishments, success and simple joys of community. For example, we use non-food gifts or certificates of appreciation.

# **SAFETY**

## **EMERGENCY PREPAREDNESS**

The CDC/HMCC is prepared to respond in the event of an emergency or major disaster while children are in attendance at school. The staff has been trained to respond to fire, lock-down, and earthquake and have specific assignments in the event of an emergency.

We hold fire and earthquake drills with the children every month and conduct disaster and or lock down drills twice a year. We have purchased provisions to supervise and care for your children for up to 72 hours after a major disaster. Provisions include water, food, first aid, blankets, toileting needs, search and rescue equipment, temporary shelter and individualized student kits with food and family photo for reassurance. Our evacuation route is posted in every classroom. Should the CDC/HMCC become unsafe we have two alternate evacuation sites:

Burbank First United Methodist Church (CDC)  
700 N. Glenoaks Blvd, Burbank, CA 91502  
(818) 845-1531

Burbank High School (CDC)  
902 N. Third St, Burbank, CA 91502  
(818) 558-4700

Brace Canyon Park (HMCC)  
2901 Haven Way, Burbank, CA. 91504

McCambridge Park (HMCC)  
1515 N. Glenoaks Blvd, Burbank, CA. 91504  
818-238-5378

Both sites have been selected based on their close proximity to our center, in addition to their facility's capacity to keep children safe and secure. Parents must plan to pick up their children from school following a major emergency. We are required to maintain the exact same policy that is used on a daily basis for releasing children and so it is imperative that your LIC 700 Identification and Emergency Information Form be current and that parents promptly notify the school of any changes.

Parents should monitor the emergency broadcast system for information relating to schools during and after any major disaster. For Burbank news and information please tune your radio to 1620 AM.

The YMCA out-of-state contact phone number is (800) 872-9622.

The CDC/HMCC staff knows that our primary responsibility is to care for the safety and welfare of children. We will make every effort to provide students with directions and guidance which emphasize their psychological as well as their physical well-being.

## PARENT RESOURCES



*National Association for the Education of Young Children*  
phone (866) NAEYC – 4U  
[www.naeyc.org](http://www.naeyc.org)



*Community Care Licensing*  
*California Department of Social Services*  
phone (323) 981-3350  
[www.cdss.ca.gov](http://www.cdss.ca.gov)



phone (818) 845-7671  
[www.familyservicesofburbank.org](http://www.familyservicesofburbank.org)  
Psychological Services



phone (818) 729-4400  
[www.burbank.k12.ca.us](http://www.burbank.k12.ca.us)



phone (213) 383-1300  
[www.lanterman.org](http://www.lanterman.org)  
Special Needs Services



YMCA of the USA  
phone (800) 872-9622  
[www.ymca.net](http://www.ymca.net)



phone (818) 841-8010  
[www.kidsclinic.org](http://www.kidsclinic.org)



Child Protective Services  
800-540-4000



1819 Grismer Ave. Burbank CA 91504  
Monday – Friday | 8:00am – 4:00pm  
Phone: 818.559.2336  
Fax: 818.559.9668  
[info@burbankhousingcorp.org](mailto:info@burbankhousingcorp.org)  
[www.burbankhousingcorp.org](http://www.burbankhousingcorp.org)

### Burbank Temporary Aid Center

1304 W. Burbank Blvd.  
Burbank, CA 91506  
Phone: (818) 848-2822  
Fax: (818) 848-0842  
General Email: [info@theBTAC.org](mailto:info@theBTAC.org)

# CDC/HMCC OUTREACH AND EVENTS



## **END OF SUMMER BBQ – AUGUST**

On the last day of summer camp, all families in our Preschool and Summer Camp programs are invited to celebrate the end of summer at Brace Canyon Park.

## **CDC/HMCC STAY-N-PLAY – SEPTEMBER**

Preschool parents are encouraged to join us for a morning to play with their children and eat breakfast with the classroom. This event usually occurs at the beginning of the new school year and offers parents a chance to see what our Y Preschool has to offer.

## **CDC/HMCC FALL FESTIVALS – OCTOBER**

As Fall comes along, this is an opportunity for all our families to be able to participate in their child's school with our Fall Festival. Be prepared to experience fall themed activities where we will experiment with scents, materials, and recipes as well as have a dress up day!

## **CDC/HMCC FRIENDSHIP FEAST – NOVEMBER**

Each classroom decorates and sets up their classroom to welcome parents and children to eat and celebrate friendship. Parents and staff provide food, set up, serve and clean up. Classrooms provide table decorations. This event typically occurs the Friday before Thanksgiving.

## **CDC/HMCC WINTER FESTIVAL – JANUARY**

The cold never bothered us anyway- Welcome to our very first annual Winter festival! Stay tuned for what is to come after the holidays and be ready to be cozy at this new family event.

## **CDC/HMCC MULTICULTURAL WEEK – MARCH**

It is the time to display diversity here at the Burbank Y! What better way to do so than to teach our children and staff about all the wonderful and exquisite dishes that represent our families' cultures and traditions.

Families come and enjoy the delicious meals with their child's classroom and every family gets the opportunity to discuss what dish they brought.

## **CDC/HMCC SPRING BEAUTIFICATION DAY – APRIL**

This fun event is for the whole family. We will get together and focus on beautifying our campuses by focusing on one specific project or more. Let's all get our hands dirty by beautifying and having fun in our outdoor spaces.

## **TEACHER APPRECIATION WEEK – MAY 1<sup>ST</sup> – 5<sup>TH</sup>**

Teacher appreciation week is full of surprises for our teachers! Please be on the lookout in the weeks prior on what we have in store and how our families can contribute and help out.

## **CDC/HMCC OPEN HOUSE – MAY**

We are excited to bring back our annual open house event! From opportunity baskets, music, games, food trucks, and much more. This event is a fun way to celebrate the start of summer and to celebrate a year full of adventures and fun times with our families and kids.

## **CDC/HMCC SUMMER FESTIVAL – JULY**

We are ready to celebrate in the summer sun! This will be a wet and wild day where families can come and participate in the children's favorite activity water play! Don't be shy and join us in the summer heat for a fun filled day!



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## ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have received a copy of the Burbank Community YMCA Child development programs (CDC/HMCC) Parent Handbook and understand that it sets forth the conditions and terms of my enrollment as well as the duties, responsibilities, and obligations of my child's enrollment with the CDC/HMCC. I understand and agree that it is my responsibility to read the Parent Handbook. I understand that a signed copy of this agreement will be kept on file.

I also acknowledge that my child's enrollment with the CDC/HMCC is not for a specified period of time and can be terminated by me or by the CDC/HMCC by writing with a 15day written notification.

I also acknowledge that the CDC/HMCC reserves the right to revise, delete, and add to the provisions of this Parent Handbook. All such revisions, deletions, or additions must be in writing and provided to parents. No oral statements or representations can change the provisions of this Parent Handbook. I also acknowledge that terms and conditions of enrollment with the CDC/HMCC maybe be modified at the discretion of the CDC/HMCC with or without cause or notice at any time. No implied contract concerning any enrollment-related decision, term of enrollment, or condition of enrollment can be established by any other statement other than the enrollment packet regarding conduct, policy, or practice.

I understand that the foregoing agreement concerning my child's enrollment status and the CDC/HMCC's right to determine and modify the terms and conditions of enrollment is the sole and entire agreement between me and the CDC/HMCC concerning the duration of my enrollment, the circumstances under which my enrollment may be terminated, and the circumstances under which the terms and conditions of my enrollment may change. I further understand that this agreement supersedes all prior agreements, understandings, and representations concerning my enrollment with the CDC/HMCC.

\_\_\_\_\_  
Parent's Name (Printed)

\_\_\_\_\_  
Parents Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name (Print)

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