



# **Edna Learning Center Parent Handbook**

**[www.ymcactx.org](http://www.ymcactx.org)**

**2128 Edna ~Waco, Texas ~ 254-753-0197**

**WELCOME**

Dear YMCA Families:

On behalf of the Board of Directors and the Staff of YMCA, I would like to welcome you and your child to our organization. The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind, and body.

The purpose of this handbook is to share information and ideas with families, to promote an understanding of our programs, and to foster a good working relationship with all of our parents. We strongly believe that good communication between families and YMCA staff is essential to the success of our programs.

Parent involvement, comments and questions are welcomed and encouraged. If at any time you have questions or concerns, please do not hesitate to contact me. Thank you for letting YMCA of CENTRAL TEXAS be a part of your child's life!

Sincerely,

Leasa Duron  
Vice President of Youth Development  
YMCA OF CENTRAL TEXAS

## CONTACT INFORMATION

Administrative Office  
6800 Harvey  
Waco, TX 76710  
254-753-5437

CEO of YMCA OF CENTRAL TEXAS: Rodney Martin  
[rodney.martin@ymcactx.org](mailto:rodney.martin@ymcactx.org)

Vice President of Youth Development: Leasa Duron  
[leasa.smith@ymcactx.org](mailto:leasa.smith@ymcactx.org)

Enrollment Specialist: Stephanie Mellgren  
[stephanie.mellgren@ymcactx.org](mailto:stephanie.mellgren@ymcactx.org)

### **EDNA SITE**

2128 Edna Ave.  
Waco, TX 76708  
254-753-0197

Hours: M-F 7:00 AM - 6:00 PM

Program Director: CaSaundra Foreman  
[casaundra.foreman@ymcactx.org](mailto:casandra.foreman@ymcactx.org)

# ENROLLMENT INFORMATION

Enrollment in our Edna EEC 1, 2 & 3 classrooms at 2128 Edna is open to any child ages 18 months through 5 years old. Children with special needs are accepted, provided the program can meet the needs of the child and it is in his or her best interest.

To enroll your child at YMCA Edna Learning Center the following papers must be filled out completely before he/she may attend and turned in to the administrative office.

- ✓ Enrollment application (please include any special needs, allergies, etc) Enrollment forms are completed prior to summer and again in the fall. There is a \$40.00 enrollment fee that is due at time of enrollment.
- ✓ Media Release Form
- ✓ Release from Liability and Agreement to indemnity for medical treatment. This form does not release YMCA from all liability but merely points out that there are some situations in which YMCA has no control over.
- ✓ Child and Adult Food Program Form 1531 (This form is confidential and is exclusively used for and required by state Child Nutrition Programs).
- ✓ Signed Code of Conduct and Parent Acknowledgment from the Parent Handbook.
- ✓ Children enrolling in the EEC Program must give a copy of updated shot records and physical from doctor within one month of start date.
- ✓ Payment agreement.
- ✓ Optional forms: Medication forms.

## REPORTING CHANGE OF CONTACT INFORMATION

**In the event that any changes need to be made to phone numbers, addresses, or emergency contact information, changes should be handled as followed:**

- 1) Fill out change of information form**
- 2) Turn into Program Director to be forwarded to administration office.**

# PARENT INFORMATION

## ABSENCES

Please contact Edna Learning Center (753-0197) in the event that your child will be absent.

- 1) CCS requires contact in all cases of absenteeism.
- 2) Tuition fees will be assessed during your child's absence.
- 3) If your child is absent from the program, their spot will be held only as long as tuition is paid during their absence, or other arrangements have been made in writing and confirmed with the office.

## BAD WEATHER CLOSING

If inclement weather should occur we will close only if the schools close or if opening proves unsafe for our staff. If Waco I. S. D. closes, then the Edna Learning Center program will close. We will post all closings on KWTX and KXXV, as allowed.

## BIRTHDAYS

If you would like to bring a treat or treats for your child's birthday, please contact the Program director to make arrangements. We do ask that you not bring gifts to while celebrating your child's birthday. However, a healthy snack is encouraged.

## CHECK IN

- 1) Parents of EEC children are to accompany their child to sign them in. Daily phone number should be left on the sign in sheet for all children.
- 2) Parents must call before 9:30 A.M. for reporting absences or arriving late. If children will be arriving after 9:30 A.M., parents will either need to provide child's lunch or call to let the site know they will be there for lunch. Lunch is prepared for the amount of children present each day so it is important that your child be present or that you call to let us know that he or she will be present for lunch. Breakfast will not be served after 8:00 A.M.

## CHECK OUT

Children may not leave the YMCA site without being signed out by the following:

- 1) Authorized persons on the enrollment agreement—**ID will be checked**  
Additions or deletions\* to the "designated pick-up list" on the enrollment agreement must be done in person by a parent or guardian.
- 2) A person not on the enrollment agreement but authorized by emergency pick-up verification procedures.  
**\* To delete a legal parent or guardian, the parent/guardian must provide legal documentation of child custody or restraining order.**
- 3) Children will not be released to anyone less than 18 years of age unless the parent has a written letter accompanying the child's enrollment form.

4) Children will not be released unless parent/guardian/contact walks in and signs the child out. In the case of an emergency, the parent must call staff and staff may walk the child out to the car (Example: Parent is ill).

## **CHILD ABUSE PREVENTION**

The YMCA of Central Texas takes accusations of child abuse very seriously and reports all suspected child abuse to Child Protective Services and The Texas Department of Protective and Regulatory Services. By law it is our responsibility to report all suspected cases of abuse and neglect.

## **CLOTHING**

- 1) Send your child in comfortable clothes they can get dirty while having fun.
- 2) Tennis shoes are recommended.
- 3) Flip-Flop type sandals are discouraged. Young children need to run and climb while in areas designated for this type of activity. Flip –Flops hinder a child from doing these activities safely.
- 4) Change of clothes for EEC children should be brought daily, or stored in a backpack on the child's hook - parents are responsible for making sure a change of clothes is available.
  - a) EEC change of clothes: shirt, shorts/pants, socks, and underwear/panties

## **COMMUNITY RESOURCES**

**Community information is made available to parents on our parent board, located by the front office.**

## **CURRICULUM GOALS**

YMCA Edna Learning Center uses the Frog Street Curriculum, which is the curriculum used by Waco ISD Pre-K programs. Our goal is to help children become independent, self-confident inquisitive learners. The Frog Street Curriculum focuses on the language development, cognitive development, physical and social emotional development of children.

**INDIVIDUAL GOALS** – Awareness and control of the body and its movement in space; curiosity; understanding and control of the environment; expressing self verbally, artistically, musically, and dramatically; and self help skills and independence.

**INTERPERSONAL GOALS** – Social and emotional development; expressing feelings and understanding the feelings of others; learning alternative problem-solving techniques; developing cooperation; developing friendships; learning to lend a helping hand; and learning to take the perspective of others.

**COGNITIVE GOALS** – Language development, both expressive and receptive; conceptual knowledge regarding the world around us; emergent literacy skills including listening, speaking, reading and writing; number and math awareness; and perceptual skills.

Our Frog Street curriculum offers children many opportunities for positive interactions with other children and adults. Our curriculum nurtures the curiosity of children through exploration. We treat each child with respect and reinforce his/her value as an individual and as a unique member of the ECC community.

## EMERGENCIES

In the event of a medical emergency or of an accident, we will attempt to contact the parents and/or any emergency contacts. If the parents/guardians or emergency contacts cannot be reached and emergency treatment is required, the child shall be taken to the parent designated emergency facility. Your medical authorization for YMCA Central Texas to seek medical treatment deemed necessary is part of the registration packet.

## EMERGENCY PICK-UP VERIFICATION PROCEDURES

Anytime an emergency occurs and someone not listed on the child's enrollment agreement must pick up a child, Texas state law requires the following:

- 1) Parents must call the Edna Learning Center (753-0197)  
**Only in Emergency Situations will information be verified by the method of returning a call.**
- 2) The person picking up the child must:
  - a) Present an identification card with a picture when picking up the child.

Persons NOT listed on a child's enrollment agreement will be allowed to pick-up the child only in an emergency situation, and only after the above procedures have been followed. Under no circumstances will a child be allowed to leave with an unauthorized person.

- 1) An Enrollment fee of \$40.00 is payable upon enrollment or re-enrollment.
  - a) A Re-Enrollment fee is due any time a parent/guardian drops their child from the program or is terminated from the program, for whatever reason.
- 2) Weekly fee for EEC is \$100 a week, per child. Payment is due the Friday before each week child is in care. Payment can be made at Edna or the administrative office, located at 6800 Harvey Drive. Payments can also be made over the phone.

## FIELD TRIPS

- 1) Parents/Guardians must give permission on enrollment forms before children may attend field trips.
- 2) Field Trips will be posted in advance, please let us know if you **do not** want your child to attend the posted field trip.
- 3) Children unable to follow rules at the center will not be allowed to attend field trips.
- 4) If a child continuously has a problem on a field trip, the child's parent could get asked to accompany their child.
- 5) EEC classes will not go on trips where there are large bodies of water. They will have sprinkler play in our open area on the playground, but swimming/wading pools will not be used at our facility.

## GRIEVANCE PROCEDURE

Parents having problems or concerns at any program are encouraged to follow these steps if possible:

- 1) Attempt to discuss the issue with your child's teacher.
- 2) Contact the Program Director if problems are not solved or additional help is required.
- 3) Contact Vice President of Youth Development of YMCA
- 4) Contact CEO of YMCA

\*Parents are encouraged to discuss problems or concerns with the staff. Please understand a staff may not discuss problems with parents while supervising children. We will be more than happy to schedule a conference for you with the staff and the Program Director. In the event that meeting with the staff and the Program Director does not bring satisfaction the Vice President of Youth Development may be contacted.

## ILLNESS

In the event your child becomes ill, we will contact you and/or your emergency contact and ask that you pick the child up ASAP. Children who are too ill to go outside or participate in activities should not attend the program. Please do not send notes asking for children to stay inside, lie down, or not participate in certain activities! Children are to be kept at home or will be sent home if they have the following symptoms:

- a) Unable to participate in program due to illness
- b) Oral temperature of 101 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- c) Armpit temperature of 100 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or child must stay home for a minimum of 24 hours when sent home with fever or not in attendance due to fever.
- c) Vomiting and/or diarrhea
- d) Unexplained rash or skin infections such as, but not limited to:
  - Impetigo - Requires proof of treatment before re-admittance
  - Pinkeye/Conjunctivitis - Requires proof of treatment before re-admittance
  - Boils
  - Ringworm - Re-admittance requires proof of treatment.
- e) Hepatitis
- f) Head Lice (Information available on treatment, please contact office.)
  - 1) Children will not be able to return until nits are no longer visible and empty box and bottle of treatment is brought to office. Site Director must authorize children before re-admittance.
- g) Strep Infections/Scarlet Fever
- h) Whooping cough or heavy cough congestion
- i) Any communicable disease\* such as: Chicken Pox, Mumps, Measles, Mononucleosis require an incubation period as outlined by DFPS; please inquire at Kids & Company Administration office. Children who are too ill to go outside or participate in activities due to allergies should not attend the Kids & Company program.
  - 1) REVIEW DFPS APPENDIX III FOR A LIST OF COMMUNICABLE DISEASES AND MORE INFORMATION.
  - 2) Please advise the office if your child has been exposed to or has any of these communicable diseases, re-admission information will be given at that time.

## INCIDENTS

Edna Learning Center provides indoor as well as outdoor activities. The staff will take all necessary precautions to ensure your child's safety but active children do and will get hurt! However, if an accident should occur at the site, parents will be notified with an incident report. If necessary, a child will be transported by staff or ambulance to the nearest medical facility or to the facility indicated on the medical authorization form. Parents may be called in regards to certain accidents and be given the choice of picking the child up.

It is important that you and your child communicate with us for any accident you have questions about.

- Please encourage your child to report all accidents no matter how small.
- All incidents are to be documented by staff, for parents. Ask if you do not receive an incident report.
- In the event of serious injury requiring medical treatment from an accident received at YMCA, please contact the Program Director.



- YMCA is required by law to notify T. D. F. P. S. as to the extent of incidents requiring medical treatment.
- If incident requires visitation with a physician, parent is required to bring within 24 hours after incident the following information:
  - a) Contact information for parent
  - b) Physician or emergency Room verification form

## **MEALS/FOOD**

**Our menu is structured to provide children with a variety of foods with different colors and textures to include whole grains, fresh fruits and vegetables; less processed items; and foods that meet the Dietary Guidelines for Americans established by the USDA.**

- 1) Lunches will be provided at the Edna location only during full day care (home-style serving).
  - a) Parents will need to provide lunch for children arriving after 9:30 a.m., unless prior notice has been given that the child will be arriving late.
- 2) Please inform the office if your child will not be eating lunch with us. Children bringing their own lunch are not allowed to share their food with other children.
- 3) Children will need to bring sack lunches at the sites not providing lunch, when full day care is provided.
- 4) Milk, fresh fruit and vegetables are available for children who bring their lunch from home.
- 4) Menus will be posted in advance.
- 5) Healthy snacks will be provided for school age children.
  - a) Staff and children are required to wash hands before and after each meal
- 6) Liquids and food hotter than 110 degrees Fahrenheit are kept out of children's reach.
- 7) Staff are educated on food allergies, and made aware of the individual food allergies of children in our program.
- 8) Food brought into the program to be shared by children is commercially prepared.

## **MEDICAL EMERGENCIES**

Injuries requiring treatment from a physician or hospital-parent will be contacted first, if unable to reach parents, emergency contacts listed on the child's enrollment application will be contacted to transport child for medical treatment. In the case requiring immediate treatment a staff will accompany child in ambulance to the nearest medical facility or hospital.

## **MEDICATIONS**

- 1) Prescription medications must be in the original container labeled with the child's name, date, directions for administering, and the physician's name.
- 2) Non-prescription medications must be in the original container, labeled by the parent with the child's name and the date the medication was brought to childcare. Staff will administer according to label directions **if approved in writing by health personnel.**
- 3) All medication **MUST** be in a **zip lock bag**. All medication that requires refrigeration will be refrigerated.
- 4) Authorization for Dispensing Medication forms **must** be filled out, signed and dated by the parent weekly or monthly for continued medication dispensing.
- 5) All medication will be returned to the parent at the end of each week unless requested earlier.

**PARENTS PLEASE NOTE: No medication (aspirin, cough drops, etc.) should be placed in your child's lunch box or possession. Leave them with the office personnel or staff.**

## **PARENT COMMUNICATION**

**Staff communicates with parents by using a Parent Communication Log which parents can pick up at the end of each day at the sign out desk.**

## **PARENT/TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled twice a year, once during November/December and once during March/April. These conferences are thirty minutes in length and are held during the day as well as during the evening to accommodate most parent schedules. Teachers will discuss the child's adjustment to school, overall development, peer relationships, school involvement and will answer parent questions. If parents would like to have a conference at a time other than the scheduled conference times, please make arrangements with your child's teacher or the Director. We respectfully request that parents not bring children to Parent-Teacher Conferences.

## **PARENTAL VISITATION AND/OR PARTICIPATION**

YMCA welcomes parental visitation at any time (provided such visit does not disrupt classroom schedules or violate court orders). Participation by parents plays a vital role in any school program. YMCA welcomes the involvement of parents and guardians in any activity. A close working relationship between child, parent and staff will only enrich the children's development.

We welcome and encourage parents to come and be a part of our activities, including field trips, Children's Birthday Celebrations, Valentine's Day Party, Easter Egg Hunt, End of Summer Fun Day Event, Thanksgiving Family Lunch and Christmas Party.

## **PAYMENT INFORMATION**

There is a non-refundable enrollment fee of \$40.00 per child.

- 1) There is a non-refundable enrollment fee of \$40.00 per child due upon enrollment or re-enrollment.
  - a) A Re-Enrollment fee is due any time a parent/guardian drops their child from the program or is terminated from the program, for whatever reason.
- 2) Weekly fee for EEC is \$100 a week, per child. Payment must be paid by 6 p.m. the Monday prior to the week that your child is attending or your child's spot may be forfeited.

Payments can be made at the Waco Family YMCA, or at Edna Learning Center location by check or money order (no cash is accepted). You may also call the Waco Family YMCA to pay by phone with a credit card. We also offer automatic drafts. Please call our office for more details.

There will be no fee reductions for absences, and there are no half days or half weeks.

A late fee of \$5 will be charged for each 15 minutes parents are late in picking up their child. We understand that emergencies do arise, but please, keep in mind the closing time of the programs your child is enrolled in.

**If you are planning to drop your child from the program, we must have a (2) week termination notice (which is available at all sites). All accounts will be charged two weeks tuition if a two week notice is not given.**

**Parents who are continuously tardy will be asked to withdraw their child from the program**

## **PERSONAL BELONGINGS (YMCA is not responsible)**

**Please mark all personal belongings with your child's name.**

- 1) Toys - **Bringing toys is not permitted** unless it is requested for a special day or project.
- 2) Make-up, game-boys, trading cards, etc. are not allowed.
- 3) Lost items will be put into the Lost and Found, please check each day. Lost and Found will be picked up every 2 weeks so please check it for any belongings.

## **PHYSICAL ACTIVITY/SCREEN TIME POLICIES**

**Children in our EEC program have 30 minutes of daily structured physical activity and at least 60 minutes of daily unstructured physical activity, both indoors and outdoors, weather permitting.**

**Screen time is limited to less than one hour per day for those in our full-day program, and is used with intentionality and appropriately as it pertains to the teacher's lesson plans. Screen time is eliminated for children under two years old.**

**For our parents, we ask that you do not use cell phones in the center so your child/children has your undivided attention during drop off and pick up.**

## **PHOTOGRAPHY & PUBLICITY**

Pictures of the children participating in the programs may be taken. These pictures may appear in newspapers, magazines, brochures, television or other publicity materials. Permission for your child to participate in these promotional activities is in the registration packets.

## **POLICY CHANGES/PARENTAL NOTIFICATION**

Any change in policies usually occurs at the beginning of a school year or at the beginning of the summer. All policy changes will be added to the parent handbook and a letter will be sent to all parents regarding changes in policies.

All notes, letters, accident reports for after-school children will be given by staff to parents at the time of check out. All notices and letters will be posted on the bulletin board.

## **PROGRAM DISMISSAL POLICY**

Participants may be asked to withdraw from the program for the following reasons:

- Violation of tuition payment agreement or consistent delinquent accounts.
- Failure to provide required records or to meet the standards set by the DFPS.
- Consistently late pick-up of a child
- Child's needs cannot be met by our program.
- The child is unwilling to follow YMCA procedures and rules (Refer to Summer Camp Code of Conduct).

## VISION AND HEARING SCREENING

The Vision and Hearing Screening Program, Texas Health and Safety Code requires that all children enrolled for the first time in any public, private, parochial, or denominational school or in a Department of Family and Protective Services licensed child-care center and licensed child care home in Texas, or who meet certain grade criteria (specified below), must be screened or have a professional examination for possible vision and hearing problems. The requirements for Vision and Hearing Screening apply each year for children who are four years of age by September 1<sup>st</sup> and are enrolled in a licensed child care center

## YEAR END TAX INFORMATION

Tax statements may be picked up or you may call the administration office to have it faxed or emailed.

---

Any area within 1000 ft. of a childcare center is considered a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

### **Minimum Standards for Child Care Centers**

A copy of the Texas Minimum Standards for Child Care Centers is available at the YMCA sites during normal business hours or you may access the TDFPS web site at <http://www.dfps.state.tx.us> to read or print out a copy of the minimum standards. A copy of the center's most recent licensing report is posted at the center or can be found online at [www.txchildcaresearch.org](http://www.txchildcaresearch.org).

### **Contacting The Department of Protective and Regulatory Services**

Local Licensing Office: 750-9336  
Texas Abuse/Neglect Hotline: 1-800-252-5400  
Web Site for DFPS: <http://www.dfps.state.tx.us>

### **NON-DISCRIMINATION STATEMENT**

YMCA strives to see that all families are treated with fairness and equality. If you feel that for any reason you have been discriminated against and the proper grievance procedures have been followed, you may contact the TDHS @ 701 West 51<sup>st</sup> Street, Austin, Texas or the Secretary of Agriculture, Washington, D.C. 20250.

"People who are eligible to participate in the program must not be discriminated against because of race, color, national origin, sex, age, disability, religion or political belief. If you think you have been discriminated against you must write immediately to: Director of Civil Rights, Texas Department of Human Services, M.C. E-609, 701 W. 51st Street, Austin, Texas or the Secretary of Agriculture, Washington DC 20250."

# GUIDANCE/CODE OF CONDUCT

## Discipline and Guidance Policy

- Discipline must be:
  - (1) Individualized and consistent for each child;
  - (2) Appropriate to the child's level of understanding; and
  - (3) Directed toward teaching the child acceptable behavior and self-control.
  
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
  - (3) Redirecting behavior using positive statements; and
  - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
  
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - (1) Corporal punishment or threats of corporal punishment;
  - (2) Punishment associated with food, naps, or toilet training;
  - (3) Pinching, shaking, or biting a child;
  - (4) Hitting a child with a hand or instrument;
  - (5) Putting anything in or on a child's mouth;
  - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
  - (7) Subjecting a child to harsh, abusive, or profane language;
  - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;and
  - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

## **YMCA OF CENTRAL TEXAS**

### **Code of Conduct**

Our child development programs strive to meet the needs of all children without ignoring the demands of any one individual within the boundaries of set guidelines and rules. The YMCA programs have established rules, consequences and a zero tolerance policy on specific behaviors. The YMCA reserves the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

#### **YMCA RULES**

1. Keep hands, feet, body and objects to yourself.
2. Show respect to staff, others and self.
3. Speak for yourself, not others.
4. Do not willfully destroy YMCA property.
5. Do not go anywhere without a YMCA staff person.
6. Always clean up after activities.
7. Have fun.

#### **YMCA CONSEQUENCES**

\*due to the seriousness of the behavior, any step can be taken at any time.

1. Verbal warning.
2. Re-direction to another activity.
3. Time away with activities.
4. Parent notification at pick up time.
5. Meeting with Parent/behavior contract created.
6. Notice of suspension (1 day) next day of care/ without refund.
7. Notice of suspension (3 days) next 3 days of care/without refund.
8. Conference with Program Director/Parent/Child.
9. Removal from program.

#### **ZERO TOLERANCE**

1. Inflicting physical harm on another individual.
2. Verbal threats that may cause physical harm to another individual.
3. Verbal threats that may destroy property.
4. Possession of a weapon.
5. Possession of a controlled substance.
6. Possession of alcohol.
7. Use of foul language.
8. Inappropriate touching of another individual.

The YMCA reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guideline without refund.

**YMCA of CENTRAL TEXAS**  
**Code of Conduct**

Our child development programs strive to meet the needs of all children without ignoring the demands of any one individual within the boundaries of set guidelines and rules. The YMCA programs have established rules, consequences and a zero tolerance policy on specific behaviors. The YMCA reserves the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

**YMCA RULES**

1. Keep hands, feet, body and objects to yourself.
2. Show respect to staff, others and self.
3. Speak for yourself, not others.
4. Do not willfully destroy YMCA property.
5. Do not go anywhere without a YMCA staff person.
6. Always clean up after activities.
7. Have fun.

**YMCA CONSEQUENCES**

\*due to the seriousness of the behavior, any step can be taken at any time.

1. Verbal warning.
2. Re-direction to another activity.
3. Time away with activities.
4. Parent notification at pick up time.
5. Meeting with Parent/behavior contract created.
6. Notice of suspension (1 day) next day of care/ without refund.
7. Notice of suspension (3 days) next 3 days of care/without refund.
8. Conference with Program Director/Parent/Child.
9. Removal from program.

**ZERO TOLERANCE**

1. Inflicting physical harm on another individual.
2. Verbal threats that may cause physical harm to another individual.
3. Verbal threats that may destroy property.
4. Possession of a weapon.
5. Possession of a controlled substance.
6. Possession of alcohol.
7. Use of foul language.
8. Inappropriate touching of another individual.

The YMCA reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guideline without refund.

**Parent/Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_