



YMCA @ RCC CHILD DEVELOPMENT CENTER

Hand Book Information

We build strong kids, strong families, strong communities.

Welcome! We thank you for choosing us to help you with your child care needs. Our hours are 7:30am to 5:30pm, Monday thru Friday. We appreciate your consideration for our afternoon staff by picking up your child promptly, since we also have family commitments. **We will be closed along with the rest of the campus in observance of Legal holidays recognized by Rogue Community College. Please make other arrangements for your child care needs for those days.**

Remember to give us a call at 956-7011 if your child is sick or won't be coming in the day. Their friends and teachers wonder, "Where are they???" Also if you need additional hours please let us know in advance so we can make sure staffing is adequate to meet compliance rules. Should you decide to leave the program before the term ends you will need to submit a "Notice of Withdraw" form or you may be held responsible for the entire amount of the contract.



A FULL CHANGE OF CLOTHING IS NEEDED FOR YOUR CHILD. Sometimes we get wet. **Please provide a complete change of pants, shirt, socks, and especially Underwear, in a large Ziploc bag.** If it is necessary for your child to use our clothing, we ask that you wash and return it as soon as possible. Also if clothes are sent home soiled, please don't forget to replenish them with more clean ones. These will be returned to you when your child leaves our program.



IF YOUR CHILD WILL BE NAPPING,

Please bring a small blanket or sleeping bag & small pillow in a bag. A kitchen size trash with draw strings works very well. This can be kept at the center on your child's hook.

The weather can be somewhat unpredictable. We want to enjoy every season of the year by going on walks throughout the campus. **Please have your child bring a jacket and wear shoes that cover their feet and are comfortable for our hikes.**

Just as a reminder, please have your child wash their hands when they arrive so we can limit the number of germs they are exposed to.



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You will be billed for the entire 11 week term minus any holidays.

You may pay it all at once or in three payments with the 1st one due at the beginning of the term. The other two are due by the 5th of each month. Balances are due prior to the end of the term. After the 15th you will receive late payment charges. All families are charged a \$20.00 registration fee per child per term. We need your payment contract ASAP for our weekly schedule. Please speak with the director, as soon as possible, if you are having difficulties making your payments. She may be able to help. **Thank You!**

We cannot trade days or substitute a day for a missed day. We're sorry but that would be a staffing nightmare for us. Our staff schedule is based on the schedules you have requested per your contract and those are the hours you are billed for. Any other hours are considered as occasional care and are billed in addition at the higher rate. Only one contract change will be accepted each term & must be made within the first two weeks. Should you decide to leave the program before the term ends you will need to submit a "Notice of Withdraw" form two weeks in advance to your child's last day in order to receive a refund. Should you decide to drop without giving notice you may still be liable for the full amount of your contract.



As part of the USDA healthy lunch program, **we are asking that you NOT send snacks and drinks with your child.** We provide milk, 100% fruit juice, and nutritional foods to **ALL** the children at no cost. We do not discriminate by religion, race, or age. If your child has an allergy, please pick up the necessary form to take to your doctor so we can make the substitution adjustments for their diet. The USDA and the Grants Pass YMCA are equal opportunity providers and employers.

We also discourage children from bringing toys from home. Personal toys get lost or misplaced then everyone is in a squabble to find these special items at pick up time. We believe it is best for the children to play with those toys provided by the center. If your child has something special to share that is related to our curriculum themes please speak with a teacher prior to bringing it so it can be incorporated into the daily lesson. The other exception is those security items that may be necessary for your child's emotional comfort. Those items will be encouraged to stay in the child's cubby and only used for times when comfort is needed.



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