



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# COVERING THE BASICS

Child Development Center

## Family Handbook

YMCA OF GREATER  
WILLIAMSON COUNTY



[ymcagwc.org](http://ymcagwc.org)

# Focus, Mission & Values

## FOCUS

We're for youth development,  
for healthy living and for  
social responsibility.

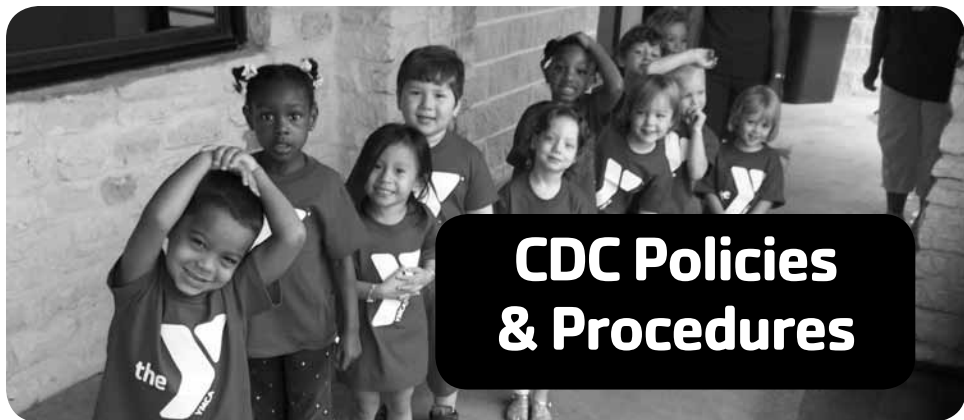
## MISSION

To put Christian principles  
into practice through programs  
that build healthy spirit, mind  
and body for all.

## VALUES

Caring, Honesty, Respect,  
Responsibility & Faith.





# CDC Policies & Procedures

## TUITION

**Payments are to be made each week on or before Tuesday by 6:00 p.m.** All payments can be made by cash, check, money order or credit card at the Licensed Child Care Services Desk (512-615-5563), which is located at 1812 N. Mays Street in Round Rock. If payment is not made by 6:00 p.m. on Tuesday, your account will be charged a \$25 late fee that is due the next morning (Wednesday) along with your tuition payment. If you are unable to pay this amount, your child will no longer be enrolled in our program - effective that Wednesday morning. Advanced payments can be made at any time. Of note, checks returned for non-sufficient funds (NSF) will be charged a \$30 returned check fee. Should you have an NSF check, you must make payment by cash or money order to the Licensed Child Care Services Desk within 24 hours of being notified of the NSF check. After two (2) checks have been returned on an account, you must pay by cash or money order for the next six (6) months. **A FREE week may be taken after your child has been enrolled in the Y Child Development Center (CDC) for a complete year. Please notify the Licensed Child Care Services Desk when you would like to schedule your FREE week.**

## WITHDRAWAL

If you are withdrawing your child from the Child Development Center (CDC), a two-week written notice is **REQUIRED**. You may request a withdrawal form at the Licensed Child Care Services Desk located at 1812 N. Mays Street in Round Rock.

## FEE ASSISTANCE

Financial aid is available to qualified families. Fee assistance is based on funds that are available. If you think you may qualify for assistance or if you have any other questions, please contact the Y's Financial Aid Director at (512) 615-7830.

## TARDY PICK UP

The Child Development Center (CDC) closes at 6:00 p.m. A charge of \$1 per minute, per child will be assessed if your child(ren) are not picked up by 6:00 p.m. If your child is not picked up by 7:00 p.m. and the Y has had no contact with the parents, the Y has no other choice but to contact the proper authorities. Your late fee must be paid the next morning before your child can be brought into the center for care. After three late pick ups your child can be dropped from the program and may only return at the discretion of the CDC Director along with a \$40 registration fee.

# CDC Policies & Procedures

## CLOTHING

Two full sets of extra clothing must be left in your child's cubby at all times. This also includes shoes. If your child is in need of an extra change of clothing and there is no clothing available, you will be called to bring a set of clothes or to pick up your child. Please place the clothes within a ziplock bag labeled with your child's name in his/her cubby. Due to safety risks, NO opened-toes shoes, including flip-flops and sandals, are allowed at the center. During water play, we ask for closed toe water shoes to be worn.

## BLANKETS & PILLOWS

Nap time blankets and small travel size pillows may be brought daily to the Child Development Center (CDC). Please have all items clearly labeled with the child's name. No large blankets, sleeping bags or pillows are allowed. Please take home your child's bedding each Friday for cleaning.

## ILLNESS

If a child has a fever of 100.4 or higher, diarrhea or is vomiting, parents will be called to pick up their child. If he / she shows any of these symptoms while at home or if they are sent home from school, they must be excluded from the Child Development Center (CDC) the next full day of school. All children must be symptom free for 24 hours before returning to school. Additionally, if your child had been diagnosed with pinkeye, strep throat or any other contagious illness, he/she must be excluded from the CDC until antibiotics have been given for 24 hours. Please notify us in this case, so that we can notify the other parents. **Please contact the CDC Director at (512) 615-7845, if your child will be out for the day.**

## MEDICATIONS

All prescription medication must be in the original container showing the prescription number, date filled, physician's name, directions and the child's name. The parent must complete and sign the medication form before medication can be dispensed. We only provide medicine at 11:00 a.m. and 3:00 p.m. daily. Please let the Y Child Development Center (CDC) Director know when you sign in medicine.

Please take into consideration that any non-prescription medications must be administered as directed on the medication bottle. If the directions say to consult a physician, we require a physician's statement giving us the permission to administer the medication. This includes Tylenol and other pain relievers. All medication must have your child's age on the directions before we can dispense it. If the child's age is not on the directions or you wish your child to be given a different dosage than is stated, you must provide written certification from your physician. Of note, Tylenol and other pain relievers may be administered for pain (sinus headache, discomfort from injections, teething etc.), but they may not be administered for fever reduction.

## JEWELRY

Jewelry is not permitted in the Child Development Center (CDC) due to safety factors. Although stud earrings are allowed, but please do not allow your child to wear necklaces, bracelets or dangling earrings.

# CDC Policies & Procedures

## **DROP OFF / PICK UP**

Please contact the Child Development Center (CDC) by 9:00 a.m. if your child will not be joining us for lunch that day. You may leave a message at (512) 615-7846. This will help us ensure we have an accurate count for lunch. Drop off is not permitted between 10:30 a.m. - 2:00 p.m. as it creates distractions to the other children during lunch and nap time. You can pick up your child at any time!

## **COMPLAINTS**

If you have a complaint, please talk to your child's teacher first. If you feel as if your complaint is not being heard or you just want to make sure that things are followed up on, please feel free to speak with the Child Development Center (CDC) Director. We are here to help you and to do our very best with teaching, comforting and supporting your child while they are in our care. With that being said, we need to know if you are not happy with something in the classroom. We have an open door policy, so you are always welcome to visit with us!

Additionally, if you would like to schedule a conference with your child's teacher, please let us know and we will set up a time that fits your schedule. The CDC Director will also be involved in the conference, which can be scheduled at any time of the year.

## **NON-DISCRIMINATION POLICY**

This agency is in compliance with the Title VI of the Civil Rights Act of 1964 (Public Law 88-352), the Age discrimination Act of 1975 (Public Law 94-135) and the Rehabilitation Act of 1973 (Public Law 93-112). This is an equal opportunity program. No person in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religion, be excluded from participation in, be denied benefits, or otherwise subjected to discrimination. If you believe you have been discriminated against because of race, color, national origin, age, sex, a disability, political beliefs, or religion, you may lodge a complaint against the management staff of the agency and/or write immediately to the Civil Rights Department, Texas Department of Human Services, P.O. Box 149030, Austin, Texas, 78714-9030, (512) 450-3630.

## **ADA POLICY NOTICE**

To the extent it is reasonably able to do so, the YMCA of Williamson County Child Development Center (CDC) will provide services to children with disabilities in the same manner as services provided for other children of comparable age. Parents have the obligation to disclose significant medical, physical or behavioral issues at the time of the child's enrollment and on an ongoing basis. Due to the large group format of our program, we are unable to provide one-on-one care for any child except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to other children. Families who have children with significant medical, physical or behavioral issues must meet with the CDC Director in order to review our ADA Policy as well as our Program Policies and Procedures. Please note that the Y reserves the right to remove any child that is determined to be in consistent need of one-on-one attention, which may keep staff from maintaining appropriate staff-to-child ratios that are required by the State Licensing Department. For more information, please contact the Y Licensed Child Care Services Desk at (512) 615-5563.

# CDC Policies & Procedures

## STATEMENT OF COMMITMENT

As individuals working with preschool children, we are committed to furthering the values of child development as reflected in the National Association for the Education of Young Children and the Texas Association for the Education of Young Children Codes of Ethical Conduct.

To the best of our ability we will:

1. Ensure the safety and health of all participants and provide a responsive and caring environment for them.
2. Ensure that programs for young children are based on current knowledge of child development and reflect a dedicated effort toward positive and valuable experiences for children.
3. Help children learn to live and work cooperatively, promoting self-esteem and respecting their individual differences.
4. Respect and support families in their task of nurturing and guiding children.
5. Maintain high standards of professional conduct.
6. Recognize that personal values, opinions and biases can affect professional judgment, and strive to serve as positive role models for children.
7. Serve as advocates for children and their families within the school environment and the community.
8. Report any and all suspicions of child abuse to Child Protective Services.

## PROGRAM PHILOSOPHY

The Y Child Development Center (CDC) is a program of the YMCA Greater Williamson County. We uphold the heritage, tradition and values of the Y throughout our program activities. Our events reflect non-denominational, universal beliefs that transcend all cultures. We consistently demonstrate respect and support for all families, appreciating their right to determine and practice their own beliefs.

## PROGRAM PURPOSE & GOALS

At the Y Child Development Center (CDC), we provide a safe, nurturing environment for all children by promoting healthy character development of spirit, mind and body. We work collaboratively with families, communities and school districts to ensure that each child receives a consistent set of life skills for success. To meet these goals, our program incorporates the Y's Core Values (Caring, Honesty, Respect, Responsibility & Faith) as well as the 40 Developmental Assets set forth by the Search Institute and the experiential learning model.

## PROGRAM STAFF

The Y strives to make each child's day a magical experience – explore, discover, create new friendships, try new activities along with the traditional favorites. Each of our Y staff is carefully chosen to be positive role models and caring individuals. Every staff working in our program will attend training seminars which includes topics such as: leadership skills, positive discipline, creating excitement, learning new games, safety, CPR and First Aid, Child Abuse Prevention training as well as many others. Our staff is the key to success and to your child's happiness.

Notably, Texas Family and Protective Services license the Y Child Development Center (CDC). All employees are subject to criminal background checks and drug and alcohol testing. All employees are CPR and First Aid certified and are required to meet the Texas Department of Family and Protective Services Minimum Training Standards.

# CDC Policies & Procedures

## **AUTHORIZATION FOR RELEASE OF A CHILD**

Only persons listed on your enrollment agreement are authorized to pickup and sign out your child. Persons authorized to pick up your child must be over the age of 18. If you wish for your child to be released to a person under the age of 18, you must have written approval from the Executive Director of Licensed Child Care. In the event of an emergency, when a child must be picked up by someone not authorized in the enrollment agreement, we require the following:

- 1. Parents must call the Y Licensed Child Care Services Desk at (512) 615-5563; provide the name and physical description of the person who will pick up their child. Of note, the Y requires that you first provide us with your password as a means of authorizing your request.**
- 2. The person picking up the child must present an identification card with his / her photo and must sign the child out.**

Under no circumstances will your child be allowed to leave the Y Child Development Center (CDC) with an unauthorized person. Any change in family status which impacts authorized parties for pickup will require official documentation from proper authorities.

## **PARENT COMMITMENT**

We value the active involvement of parent commitment in our program as it is essential to our success. Cooperation with all policies and procedures, good communication and partnerships between staff and parents are crucial to the well-being of each child. Please take every opportunity to talk with the Y Child Development Center (CDC) teachers about your child's progress and development and about our program. We value and welcome your comments, concerns, and/or suggestions. Therefore, we ask you to share your input with us (by calling the Y Licensed Child Care Services Desk at (512) 615-5563) so that we can strive for further improvements in the quality of our staff and programming as well as recognize excellent effort from our staff.

The Y holds each parent / guardian to the expectation that they will conduct themselves appropriately at all times when in the presence of our children and staff. Inappropriate language, conduct or sexual harassment toward any participant or staff member in our program will not be tolerated from parents or persons picking up your child. If a parent / guardian violates the policies and procedures of the program, and poses a risk or danger to the participants and staff on site, the Y has the right to refuse service. Behaviors that indicate the influence of drugs or alcohol may require that Y personnel contact the authorities to ensure the safety of your child or children.

## **PERSONAL BELONGINGS**

The Y does not permit children to bring toys, electronic games or other personal articles to Y programs, including the Y Child Development Center (CDC). If items of this nature are brought to the program, we will require that they remain in your child's backpack or cubbie for the duration of the day. The Y is not responsible for items lost, broken or stolen during program hours. Articles that are left behind at the end of the day will be placed in the CDC lost and found. Any lost and found items left at the end of each week will be donated to a local charity.

# CDC Policies & Procedures

## BEHAVIOR GUIDELINES FOR PARTICIPANTS

It is the philosophy of our program that discipline is positive and serves to teach children proper behavior, not to punish them. Above all, we will not harm children and will always place your child's physical and emotional well-being paramount. We will not engage in any practices that are physically or psychologically damaging, intimidating or belittling. We have aligned a proactive approach to behavior management by incorporating the Y's Core Values (Caring, Honesty, Respect, Responsibility & Faith), which encourage positive behavior in all of our participants. Children are taught to consider the effect that their actions may have on others. Our values are guidelines that every program participant must follow to assure that our program runs smoothly, protects the safety of all, promotes cooperation and assists our children in taking responsibility for their actions. Parents are required to read and sign the behavior discipline and guidance policy provided by the Texas Department of Family and Protective Services during enrollment and will also be provided with a copy for their records.

## Y PROGRAM RULES

As participants in the Y Child Development Center (CDC), all children will be required to:

1. Check in with a CDC teacher immediately upon arrival each day.
2. Respect the property of the Y.
3. Report to a CDC teacher if they are sick or hurt.
4. Keep all personal belongings at home.
5. Behave in a responsible manner - being helpful and cooperative.
6. Demonstrate courtesy and respect for one another.
7. Respect their CDC teachers and follow directions.
8. Respect the rights of other participants, the CDC teachers and Y staff.
9. Be honest - making every attempt to be truthful and fair with others.

## POSITIVE DISCIPLINE MEASURES

At the Y Child Development Center (CDC), it is our goal for teachers, children and parents to work together toward cooperative behavior and a cohesive atmosphere. Staff will always notify parents of emerging difficulties and ask for assistance in behavior management. When warranted, behavior contracts and/or specific written goals will be established to reduce or redirect serious misconduct. In some cases; however, additional disciplinary measures may be pursued if a child inflicts physical or emotional harm on other children, is dangerous to themselves or others or is physically or verbally abusive to teachers and others. The following behaviors are considered serious in nature:

### **Theft or Attempts to Steal or Property Damage**

- Theft, attempted theft or property damage is defined as any property not belonging to the participant.

### **Verbal Abuse of Teacher or Other Participants (i.e. Bullying)**

- Verbal abuse is the belittling, humiliating, intimidating or threatening to another.

### **Physical Aggression**

- Physical Aggression is the deliberate intent to hurt or jeopardize the safety of oneself or others. This behavior will not be tolerated, even when the child is angered or emotionally upset and requires immediate intervention.



# CDC Policies & Procedures

## **Disruptive, Defiant or Disrespectful Behavior**

- Disruptive, defiant and disrespectful behavior is behavior that requires repeated one-on-one attention and redirection thus taking the counselors attention away from the other children and putting them at risk.

## **Inappropriate Touching & Behavior**

- Inappropriate touching is defined as any physical contact to another individual that causes emotional or physical distress.
- Inappropriate behavior is defined as any behavior that disrupts daily activities and/or causes distress to staff or other participants.

## **Children Leaving CDC Premises Without an Authorized Escort**

- Children who attempt to leave without the assistance of a teacher are seriously endangering their safety and strict measures must be taken to prevent such occurrences. All children are required to stay within clearly designated boundaries when indoors as well as during outdoor recreation time. If a child is troubled or hurt, he or she must seek the assistance of a CDC teacher immediately.

## **Verbal Threats of Severe Harm or Death Threats**

- Severe verbal threats that potentially endanger the life of a participant will be taken seriously and responded to with great caution. Immediate steps for resolution will take place in all such cases. It is not our intention or within our jurisdiction to determine the intent of the child or to interpret the meaning of statements or actions. However, we cannot minimize the serious nature of such threats and will therefore enforce strict and consistent consequences to prevent future occurrences and/or a dangerous situation.

## **COUNSELING MEMORANDUMS (WRITE UPS)**

When counseling memorandums or write ups have to be issued, the Y recognizes that it is a difficult time for the families involved. However, the Y has an obligation to provide a safe and quality environment to all of the children who are currently enrolled in the Y Child Development Center (CDC). The following are our procedures for offenses:

### **1st Offense**

Parents / guardians will be contacted and arrangements will be made for immediate child pickup. The child will remain in supervised "in Y" suspension until the parent arrives.

### **2nd Offense**

The child will receive 1-3 days "out of Y" suspension, based on the severity of the incident. At this time, a discussion between the CDC Director and an authorized member of the family will take place, followed by a signed written agreement that a repeat offense may result in removal from the CDC.

### **3rd Offense**

The CDC Director will review all documentation and determine if the child will be removed from the program.

In all instances, the CDC Director will ensure that fairness and consistency is demonstrated with all disciplinary steps taken. He or she will get to know the child involved and observe, assess and review documentation. Every reasonable measure will be taken to ensure that the child's needs are met. Please note that our primary goal is to provide effective supervision and positive support for every child and to anticipate, successfully prevent and resolve conflicts. In some instances; however, the Y reserves the right to remove a child from the program after reasonable attempts have been made to help the child and/or when the desired results have not been achieved. Should the CDC Director make the decision to remove a child from the program, the child is ineligible to re-enroll in any Y program. The removal of children from our program is enforced only to ensure the overall safety of all involved.

# CDC Policies & Procedures

## EMERGENCY PROCEDURES & INCLEMENT WEATHER CONTINGENCY PLAN

The Y is prepared to activate emergency procedures in the event of severe weather, fire and/or other emergency conditions that require building evacuation or other immediate safety measures. On-site staff are trained on these procedures.

A weather alert radio is located at each Y branch to help ensure the accurate dissemination of information and appropriate action. When appropriate, parents will be contacted for early pickup. If the Y Child Development Center (CDC) closes before the scheduled dismissal time, the Y will attempt to notify parents through television and radio bulletins. Please be advised that you are obligated to pick up your child in the event of early release due to weather. The Y will make every attempt to cooperate with you to provide emergency supervision in the event of pickup delays. **Of note, if Round Rock Independent School District (RRISD) does not open due to inclement weather, the CDC does not operate on that day.**

## SUN PROTECTION FOR CHILDREN

The Y promotes outdoor activities; therefore, sun protection for children is essential. Since sunburn may appear hours after sun exposure, it is critical that preventive measures be taken to avoid sunburn. As a result, please apply sunscreen to your child(ren) before arriving at the Y Child Development Center (CDC).

Y staff will take every reasonable measure to avoid over-exposure and sunburn; however, we cannot take sole responsibility for children with extreme sensitivity to the sun or when preventive measures to avoid sunburn are not taken. Parental assistance is imperative to ensure the proper protection of each child.

## CHILD CARE EXPENSE TAX REPORTING

Please note that according to IRS guidelines, child care recipients are required to keep accurate records with regard to expenses paid. The Y will provide monthly receipts that will be available for pickup at the Y's Licensed Child Care Services Desk (1812 N. Mays Street in Round Rock). These receipts are to be used for tax reporting purposes. Year end statements of expenses will not be provided. For your records, the legal name of the association is: YMCA of Greater Williamson County. Our taxpayer identification number is: 74-2206558.

- Please note that according to IRS guidelines, child care recipients are required to keep accurate records with regard to expenses paid. Although the Y is not legally required to provide a statement of expenses, we will provide this service upon request.
- If you are not currently enrolled in the program, you may submit a written request for an annual child care statement by mail, fax or in person at any one of the YMCA of Greater Williamson County branch locations. If requesting to receive the statement by mail, please provide a self-addressed stamped envelope. If requesting by fax, please provide the applicable fax number in your written request. Due to the large number of participants in the program, you should allow a minimum of 6-8 weeks for preparation of statements.
- Additional copies of the tax statements will be provided for an extra charge.
- For children who are currently enrolled in a licensed child care program, receipts will be available at each child care, Afterschool or camp location at the end of each month. It is the parent's responsibility to pick these statements up each month.

# CDC Policies & Procedures

## REFUND / TRANSFER OR CHANGE POLICY

Refunds will be given if cancellation is received in writing. The YMCA of Greater Williamson County requires a two-weeks notice for all cancellations. **Of note, all registration fees and deposits are nonrefundable and nontransferable.** Please allow two weeks for the processing and mailing of your refund check.

## PARENT RESPONSIBILITIES

The YMCA of Greater Williamson County is firmly committed to the protection and safety (physically and emotionally) of all of the participants and staff in our program. Therefore, we reserve the right to exercise removal of participants who do not comply with these guidelines set forth in this Family Guide and render them ineligible to further participate in Y programs.

### Parents are required to:

1. Complete the password line on the enrollment form. You will be required to use this password when contacting the office to request information on file or to authorize alternate pickup. This procedure is designed to protect your child and to maintain confidentiality for your family.
2. Update all information on records at the Y Child Development Center (CDC) including change in telephone / mobile contact numbers, emergency information and authorized parties for child pickup.
3. Adhere to all payment procedures as outlined in this Family Guide.
4. Submit written notice two weeks in advance if withdrawing your child from the program.
5. Take proper steps to authorize emergency pickup of your child by contacting the Y Licensed Child Care Services Desk directly (512-615-5563).
6. Make certain that when you leave your child at any Y program, a Y staff member is present to receive and supervise the child.
7. Instruct your child to always remain part of a group — emphasizing safety in numbers.
8. Make an effort to get to know the faces and the names of the staff that take care of your child or children daily.
9. If you have a concern, please communicate it to your CDC teacher or the CDC Director.
10. In a partnership effort, please work with your CDC teacher to address and resolve any emerging issues of discipline.

### In addition to the above guidelines, please be advised that:

- Y staff members are mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities.
- Y staff members are not allowed to baby-sit or spend free time one-on-one with participants at any time outside Y programs.
- Y staff members are not allowed to transport Y program participants.
- Inappropriate language, conduct or sexual harassment will not be tolerated from parents or persons picking up your child.
- Behaviors that indicate the influence of drugs or alcohol may require that Y personnel contact the proper authorities to ensure the safety of your child or children.

# CDC Policies & Procedures

## RIGHTS OF PARENTS & CHILDREN

1. We recommend that you discuss with your child his or her right to privacy and to communicate any situation or person's action that makes him or her feel uncomfortable.
2. Do not hesitate to report any action of Y staff that you deem inappropriate to the Y Child Development Center (CDC) Director. All concerns will be thoroughly investigated and Child Protective Services or the Department of Family and Protective Services will be contacted, if warranted.
3. All parents and guardians are encouraged to visit our program, observe activities and to freely communicate with all CDC teachers and staff.
4. You are required by law to report any suspicious child abuse and may call the Child Abuse Hotline at 1-800-252-5400.

## STATEMENT REGARDING INVOLUNTARY DISENROLLMENT

The YMCA of Greater Williamson County reserves the right to remove a participant from the Y Child Development Center (CDC) for the reasons detailed in this Family Guide. Participants may also be removed for other circumstances during the school year that are deemed to be pertinent and relevant to the safety and well-being of all. The CDC Director and/or the Executive Director of Licensed Child Care will make this decision.

## Y EMPLOYMENT OPPORTUNITIES

The YMCA of Greater Williamson County is seeking dynamic and talented individuals who are committed to making a positive difference in the lives of children. The Y offers excellent employee benefits, such as competitive salaries, a free Y membership, child care discounts\*, tuition reimbursement\* and a retirement fund\*. Call our job line at (512) 246-YMCA (9622) option "4" for employment opportunities or log on to [www.ymcagwc.org](http://www.ymcagwc.org) for the latest job postings. (\*Length of employment and/or minimum hours worked requirement.)

## Y VOLUNTEER OPPORTUNITIES

Share your talents with our community by volunteering at the YMCA of Greater Williamson County. Y volunteers are ambassadors, counselors and child care providers, enrichment specialists, mentors and sports and fitness enthusiasts. Contact your local Y branch location to find out how you can become involved as a volunteer today.

## Y MEMBERSHIP

The YMCA of Greater Williamson County offers several different types of memberships. Visit your local Y Member Services Desk for more information and details about Y memberships, or call (512) 246-9622 for the CHASCO Family YMCA in Round Rock, (512) 846-2360 for the Hutto Family YMCA, (512) 250-9622 for the Twin Lakes Family YMCA in Cedar Park, or (512) 365-9622 for the Taylor Family YMCA. **Of note, Y program participants with a Y Family Membership are eligible for a tuition discount.**

# CDC Policies & Procedures

## Y ANNUAL CAMPAIGN

Our goal, as a leader in social services for Williamson and Northern Travis counties, is to ensure that Y programs are accessible to everyone – whether they are in need of memberships, youth sports, summer camps or child care. The Y's Annual Campaign enables us to reach out to children and families in need of financial assistance. The success of our Annual Campaign depends on generous contributions from individuals, businesses and civic organizations. One hundred percent of the dollars raised go directly to benefit children and throughout your community. Contributions to our annual campaign may be made online at [www.ymcagwc.org](http://www.ymcagwc.org), at the Y Licensed Child Care Services Desk in Round Rock, at your local YMCA of Greater Williamson County branch location, or via mail by sending checks payable to: YMCA of Greater Williamson County, P.O. Box 819, Round Rock, TX, 78680. For more information on charitable giving to the Y, contact the YMCA of Greater Williamson County Financial Development Office at (512) 615-5539.

## FINANCIAL ASSISTANCE

We believe that every child and family should have the opportunity to participate in any Y program and enjoy the benefits of Y membership. Those not able to pay the full fee may be awarded partial financial assistance based on their demonstrated ability to pay and the Y's ability to fund the subsidy. Because the demand for financial assistance is great, scholarships will be awarded on a first-come, first-served basis — subject to available resources. Visit the Y Licensed Child Care Services Desk in Round Rock for further details and a scholarship application (which can also be downloaded online at [www.ymcagwc.org](http://www.ymcagwc.org)). Program scholarships are made possible by funds raised through our Annual Campaign.

## UPDATES TO THIS FAMILY GUIDE

When revisions are made to this Family Guide, the Y will do its best to notify all parents and/or guardians of these changes. To access the most up to date copy of the Y Child Development Center (CDC) Family Guide, please visit the Licensed Child Care web page at [www.ymcagwc.org](http://www.ymcagwc.org).



# Child Nutrition Program Information

<b>Name of Facility/Nombre del centro</b>	<b>Facility Representative/Representante del centro</b>	<b>Area Code and Telephone No./Clave del área y teléfono</b>
Y Child Development Center (CDC)		
<b>Address of Facility/Dirección del centro</b>		
1812 N. Mays St., Round Rock, TX 78664		

<b>Date/Fecha</b>
8-1-08

**Dear Parent or Guardian:**

We serve nutritious meals to all children enrolled in this facility. We receive federal support to help pay the cost of the meals. Therefore, we do not charge separately for the meals. The amount of federal support we receive is based on information you provide from your child's Head Start, Early Head Start or Even Start Program, or on the information you provide on the enclosed application.

**HEAD START OR EARLY HEAD START PARTICIPATION:** If your child is enrolled as a participant in a Head Start Program or Early Head Start Program, your child is automatically eligible for free meals in the Child and Adult Care Food Program, and Summer Food Service Program without further application. You may ask your child's Head Start Program or Early Head Start Program to give you a letter which certifies that your child is currently enrolled as a participant in Head Start or Early Head Start. If you provide us with a copy of the certification letter from Head Start or Early Head Start, you will not need to fill out the enclosed application.

**EVEN START PARTICIPATION:** If your child is enrolled as a participant in the Even Start Family Literacy Program and has not yet entered kindergarten, your child is automatically eligible for free meals in the Child and Adult Care Food Program, and Summer Food Service Program (closed enrolled sites only) without further application. You may ask your child's Even Start Program to give you a letter which certifies that your child is currently enrolled as a participant in Even Start and has not yet entered kindergarten. If you provide us with a copy of the certification letter from Even Start, you will not need to fill out the enclosed application.

If you have not provided us with a Head Start, Early Head Start or Even Start certification letter for your child, and your household income is at or below the income levels shown on Form H1625-A, please fill out this application, sign it and return it to us. Please answer all the questions on the form. *If information about household members and income is missing, federal support may be reduced.*

Estimado padre, madre o tutor:

Servimos comidas nutritivas a todos los niños inscritos en este centro. Recibimos fondos federales que ayudan a pagar el costo de las comidas. Por eso, no cobramos aparte por las comidas. La cantidad de fondos federales que recibimos se basa en la información que usted da sobre el Programa Head Start, Early Head Start o Even Start de su hijo o en la solicitud adjunta.

**PARTICIPACIÓN EN HEAD STARA O EARLY HEAD START.** Si su hijo está inscrito en un programa Head Stara o un programa de Early Head Start, el niño automáticamente llenará los requisitos para recibir comidas gratis en el Programa de Alimentos para Centros de Cuidado de Adultos y Niños, y el Programa de Servicio de Comidas de Verano sin tener que hacer otra solicitud. Puede pedirle al programa Head Start o al programa Early Head Stara de su hijo que le dé una carta en la que certifique que su hijo está inscrito actualmente en el programa Head Start o Early Head Start como participante que llena los requisitos por ingresos. Si nos manda una copia de la carta de certificación de Head Stara o Early Head Start, no tendrá que llenar la solicitud adjunta.

**PARTICIPACIÓN EN EL PROGRAMA EVEN START.** Si su hijo está inscrito en el Programa de Alfabetización de la Familia Even Start y todavía no ha entrado a kinder, el niño automáticamente llenará los requisitos para recibir comidas gratis en el Programa de Alimentos para Centros de Cuidado de Adultos y Niños, y el Programa de Servicio de Comidas de Verano (solamente en sitios cerrados inscritos) sin tener que hacer otra solicitud. Puede pedirle al programa Even Start de su hijo que le dé una carta en la que certifique que su hijo está inscrito actualmente en el programa Even Start como participante y todavía no ha entrado a kinder. Si nos manda una copia de la carta de certificación de Even Start, no tendrá que llenar la solicitud adjunta.

Si no ha presentado una carta de certificación de Head Stara, Early Head Start o Even Start para su hijo, y los ingresos de su unidad familiar no son mayores de los que están enumerados en la Forma H1625-A adjunta, favor de llenar, firmar y enviarnos esta solicitud. Por favor, dé toda la información solicitada en la forma. *Si falta información sobre los miembros o ingresos de la unidad familiar, puede reducirse la asistencia federal.*

# Child Nutrition Program Information

**COMPLETE APPLICATION:** For an application to be complete, you must include (1) the names of children enrolled, (2) total household income by source, (3) all household members' names, (4) the Social Security number of the adult household member signing the application or an indication that the household member does not possess a Social Security number, and (5) an adult household member's signature. TANF/Food Stamp households must provide only the children's names, their case number and an adult household member's signature.

**VERIFICATION:** Our staff or state or federal officials may check the information on the application at any time during the year.

**REPORTING CHANGES:** Households approved for free or reduced-price meals are not required to report changes in income status, household size or when the household is no longer eligible for Food Stamps, TANF, Head Start, Early Head Start or Even Start. This provision does not apply to a household provided with "temporary" approval for meal benefits.

**SPECIAL NEEDS:** If your child is determined by a doctor to have special dietary needs as a result of a disability or other physical condition, please call us.

**FOSTER CHILDREN:** Some foster children may be eligible regardless of your income. If you have foster children living with you and you want to apply for free or reduced-price meals for them, call us.

**CONFIDENTIALITY:** The information you provide will be treated confidentially and will be used only to determine eligibility and verify information.

**NONDISCRIMINATION:** In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication and Compliance, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 or call 202-260-1026, 866-632-9992 (toll free) or 202-401-0216 (TDD). USDA is an equal opportunity provider and employer.

If you have any questions or need help filling out an application, please contact us.

**SOLICITUD COMPLETA.** Para que la solicitud se considere completa tiene que tener (1) el nombre de los niños inscritos, (2) la cantidad total y la fuente de los ingresos de la unidad familiar, (3) el nombre de todos los miembros de la unidad familiar, (4) el Número de Seguro Social del miembro adulto de la unidad familiar que firma la solicitud, o una nota que aclare que el miembro no tiene un Número de Seguro Social y (5) la firma de un miembro adulto de la unidad familiar. La unidad familiar que recibe TANF o Estampillas para Comida solo tiene que dar el nombre de los niños, el número de su caso y la firma de un miembro adulto de la unidad familiar.

**VERIFICACIÓN.** Puede ser que nuestro personal o los funcionarios estatales o federales verifiquen la información de la solicitud en cualquier momento durante el año.

**AVISO DE CAMBIOS.** Las unidades familiares aprobadas para recibir comida gratis o a precio reducido no tienen que informar sobre cambios en los ingresos, el número de personas en la unidad familiar o si la unidad familiar ya no llena los requisitos para Estampillas para Comida, TANF, Head Start, Early Head Start o Even Start. Esta disposición no se aplica a las unidades familiares que tienen aprobación "temporal" para recibir beneficios de comidas.

**NIÑO CON NECESIDADES ESPECIALES.** Si un doctor determina que un niño tiene necesidades dietéticas especiales como resultado de una discapacidad u otro padecimiento físico, por favor, llámenos.

**NIÑOS EN HOGARES TEMPORALES.** En algunos casos, los niños en hogares temporales pueden llenar los requisitos sin tomar en cuenta los ingresos de usted. Si hay niños bajo cuidado temporal viviendo con usted y quiere solicitar comidas gratis o a precio reducido para ellos, por favor, comuníquese con nosotros.

**CONFIDENTIALIDAD.** La información que usted nos dé se mantendrá de manera confidencial y se usará solo para determinar elegibilidad y para verificar información.

**DISCRIMINACIÓN.** De acuerdo con la ley federal y con las normas del Departamento de Agricultura de EE. UU., esta institución tiene prohibida la discriminación por motivos de raza, color, origen nacional, sexo, edad o discapacidad.

Para presentar una queja por discriminación, escriba a USDA, Director, Office of Adjudication and Compliance, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 o llame al 202-260-1026 o al 866-632-9992 (gratis) o al 202-401-0216 (TDD). El USDA es un proveedor y empleador que ofrece igualdad de oportunidades para todos.

Si tiene alguna pregunta o necesita ayuda para llenar la solicitud, por favor, comuníquese con nosotros.

# Child Nutrition Program Information

## *Building For the Future*

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals that meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

**Meals** CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four groups:)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

- Participating Facilities** Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:
- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
  - **Family Day Care Homes:** Licensed or approved private homes.
  - **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
  - **Homeless Shelters:** Emergency shelters provide food services to homeless children.

- Eligibility** State agencies reimburse facilities that offer non-residential day care to the following children:
- children age 12 and under,
  - migrant children age 15 and younger, and
  - youths through age 18 in afterschool care programs in needy areas.

**Contact Information** If you have questions about CACFP, please contact one of the following:

Sponsoring Organization / Center

State Director, NYS CACFP  
NYS Department of Health  
Division of Nutrition  
150 Broadway FL 6 West  
Albany, NY 12204-2719  
1-800-942-3858 (in NY only)  
518-402-7400



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# Child Nutrition Program Fraud

## Together We Can Stop CACFP Fraud

To report CACFP fraud, please call  
Bureau of Special Investigations  
New York State Department of Health

Phone: 1 (877) 282-6657 (toll free) or (518) 402-7101

Fax: (518) 402-1637

E-Mail: [foodfraud@health.state.ny.us](mailto:foodfraud@health.state.ny.us)

Mailing Address: BSI, P.O. Box 2061, Albany, NY 12220-0061



# WIC Program Information

**In general, WIC is administered in each state or territory by State Health Departments or Indian Tribal Organizations (ITOs).**

**Who Receives WIC?** To be eligible for the WIC Program, applicants must meet all of the following eligibility requirements (explained on the following page):

- Categorical
- Residential
- Income
- Nutrition Risk

**Contact the WIC State or local agency serving your area, to schedule an appointment.** Applicants will be advised about what to bring to the WIC appointment to help determine eligibility. Log on to <http://www.fns.usda.gov/wic/howtoapply/> to obtain a listing of the toll-free numbers of WIC state agencies. Many of the state agencies listed provide a toll-free number for you to call and/or a website about the WIC Program operating in that area.

**Length of Participation:** WIC is a short-term program. Therefore, a participant will “graduate” at the end of one or more certification periods. A certification period is the length of time a WIC participant is eligible to receive benefits. Depending on whether the individual is pregnant, postpartum, breast feeding, an infant, or a child, an eligible individual usually receives WIC benefits from six (6) months to a year, at which time she/he must reapply.

**Waiting List / Priority System:** Sometimes WIC agencies do not have enough money to serve everyone who needs WIC or calls to apply. When this happens, WIC agencies must keep a list, called a waiting list, of individuals who want to apply and are likely to be served. WIC agencies then use a special system, called a Priority System, to determine who will get WIC benefits first when more people can be served. The purpose of the priority system is to make sure that WIC services and benefits are provided first to participants with the most serious health conditions such as anemia (low blood levels), underweight, history of problems during pregnancy. Log on to <http://www.fns.usda.gov/wic/howtoapply/> for more information.

**Moving:** WIC participants who move from one area or state to another are placed at the top of a waiting list when they move and are also served first when the WIC agency can serve more individuals. WIC participants who move can continue to receive WIC benefits until their certification period expires as long as there is proof that the individual received WIC benefits in another area or state. Before a participant moves, they should tell the WIC office. In most cases, WIC staff will give the participant a special card which proves that the individual participated in the WIC Program. When the individual moves, they can call the new WIC office for an appointment and take the special card to the WIC appointment in the new area or state.

# WIC Program Eligibility

## CATEGORICAL REQUIREMENT

The WIC Program is designed to serve certain categories of women, infants, and children. Therefore, the following individuals are considered categorically eligible for WIC:

- Women**
  - pregnant (during pregnancy and up to six (6) weeks after the birth of an infant or the end of the pregnancy)
  - postpartum (up to six (6) months after the birth of the infant or the end of the pregnancy)
  - breast feeding (up to the infant's first birthday)
- Infants**
  - up to the infant's first birthday
- Children**
  - up to the child's fifth birthday

## RESIDENTIAL REQUIREMENT

Applicants must live in the state in which they apply. Applicants served in areas where WIC is administered by an Indian Tribal Organization (ITO) must meet residency requirements established by the ITO. At state agency option, applicants may be required to live in a local service area and apply at a WIC clinic that serves that area. Applicants are not required to live in the state or local service area for a certain amount of time in order to meet the WIC residency requirement.

## INCOME REQUIREMENT

To be eligible for WIC, applicants must have income at or below an income level or standard set by the state agency or be determined automatically income-eligible based on participation in certain programs.

**Income Standard** The state agency's income standard must be between 100 percent of the Federal poverty guidelines (issued each year by the Department of Health and Human Services), but cannot be more than 185 percent of the Federal poverty income guidelines.

**Automatic Income Eligibility** Certain applicants can be determined income-eligible for WIC based on their participation in certain programs. These included individuals:

- eligible to receive SNAP benefits, Medicaid, for Temporary Assistance for Needy Families (TANF, formerly known as AFDC, Aid to Families with Dependent Children),
- in which certain family members are eligible to receive Medicaid or TANF, or
- at state agency option, individuals that are eligible to participate in certain other state-administered programs.

## NUTRITION RISK REQUIREMENT

Applicants must be seen by a health professional such as a physician, nurse, or nutritionist who must determine whether the individual is at nutrition risk. In many cases, this is done in the WIC clinic at no cost to the applicant. However, this information can be obtained from another health professional such as the applicant's physician. "Nutrition risk" means that an individual has medical-based or dietary-based conditions. Examples of medical-based conditions include anemia (low blood levels), underweight, or history of poor pregnancy outcome. A dietary-based condition includes, for example, a poor diet. At a minimum, the applicant's height and weight must be measured and blood work taken to check for anemia. An applicant must have at least one of the medical or dietary conditions on the state's list of WIC nutrition risk criteria. Log on to <http://www.fns.usda.gov/wic/howtoapply/> for more information.

**YMCA OF GREATER WILLIAMSON COUNTY**

**Licensed Child Care**

1812 N. Mays Street  
Round Rock, TX 78664

**P** 512 615 5563

**F** 512 310 9372

**[ymcagwc.org](http://ymcagwc.org)**