



# FAMILY HANDBOOK

## CORNERSTONE FAMILY PRESCHOOL AT THE Y



**YMCA OF CENTRAL TEXAS**

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FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## MISSION

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

## VISION

For Youth Development  
For Healthy Living  
For Social Responsibility.

## VALUES

Caring, Honesty, Respect, Responsibility, and Faith



# PRESCHOOL AT THE Y POLICIES & PROCEDURES

## OUR PROGRAM

### ADA POLICY NOTICE

The YMCA of Central Texas does not discriminate on the basis of disability and will make reasonable accommodations/modifications in its policies, practices and procedures to accommodate a disability unless the accommodations/modifications would fundamentally alter the nature of the YMCA's programs or activities, would create an undue burden or hardship on the YMCA, or would pose a direct threat to the health and safety of themselves or others that cannot be eliminated by reasonable accommodations and modifications. In order to best meet your child's needs, we require that you list any special care that the child requires including: Any reasonable accommodations or modifications as specified from a physician or school district; any adaptive equipment provided for the child, and instructions for its use; and symptoms or indications of potential complications related to a physical, cognitive, or mental condition that may warrant prevention or intervention while the child is in care. Please allow up to 5 days to be contacted, if accommodations are required.

### CURRICULUM

Preschool at the Y utilizes the Frog Street curriculum, which provides a comprehensive continuum of research-based child care lessons serving children from birth to age five. The curriculum includes all of the components needed to prepare students for kindergarten, it is aligned with state and national learning standards, and used by area school districts. In addition to developing literacy and numeracy skills, Frog Street Pre-K includes lessons on social-emotional learning through Conscious Discipline®, integrated STEAM (science, technology, engineering, art, math) projects to promote problem-solving and beginning coding skills, and a suite of digital products. Children engage in both structured activities and free play throughout the day. Daily physical activity is also an important part of our schedule. In addition to our modern playscape installed as part of our 2023 renovation, children have access to the CHASCO Family YMCA swim and gymnastics programs. Our staff receives the training, support, and materials needed to effectively implement all of the components of our curriculum.

### FAMILY PARTICIPATION

We value the active involvement of parents and families in our program. Upon enrollment, families are provided with a program orientation of the child development center. Partnership between staff and parents, strong communication, and compliance with policies and procedures are critical to the well-being of each child. Parents are encouraged to talk with program staff regarding their child's progress and development and about our program. Additionally, we appreciate feedback and welcome comments and/or concerns about all aspects of the program. Families are always welcome and are also invited to attend special events throughout the year, which can be both during and outside of school hours.

### MINIMUM LICENSING STANDARDS AND CURRENT LICENSING INSPECTION REPORTS

Child Care Regulations Minimum Standards are accessible to all parents. A hard copy is located in the CDC Director's office, as well as on the Texas Health and Human Services website via a QR code on the back cover of this handbook. The CDC Director or Assistant Director can be available to answer any questions.

### PARENT/TEACHER CONFERENCES

Parent/Teacher conferences establish effective communication pathways providing an opportunity to share progress on the child's development, set developmental goals, and to learn from parents or guardians to become better informed about the child's strengths, needs, behaviors, and learning styles. Conferences are held in the fall and spring, however they can be scheduled at any time with the child's teacher or CDC Director. More formal assessments may also be provided through the public school system. Additional Support: Pflugerville ISD website Special Education Referral/Child Find page with contact information for Early Childhood Intervention (ECI) for infants and toddlers through 36 months; Round Rock ISD website Child Find page with information from ECI for Williamson County under the Children Birth to 3 Years tab.

### PROGRAM PHILOSOPHY & GOALS

Preschool at the Y is a program offered at the YMCA of Central Texas. We uphold the heritage, tradition and values of the YMCA 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.

Our mission is to provide a safe, and 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 YMCA's Core Values (Caring, Honesty, Respect, Responsibility & Faith) into our daily interactions with all stakeholders. We are committed to furthering the values of child development as reflected in the National Association for the Education of Young Children Code of Ethical Conduct.

We commit to:

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 towards 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, opinion 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 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 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.

Preschool at the Y is licensed by Texas Health and Human Services. 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 Health and Human Services Minimum Training Standards.

## **TEXAS RISING STAR**

Preschool at the Y is currently working toward a Texas Rising Star certification. This is a certification beyond the Minimum Standards required by Texas Health and Human Services. The Texas Rising Star program offers three levels of quality certification (Two-Star, Three-Star, and Four-Star) to encourage child care and early learning programs to attain progressively higher levels of quality. These certification levels are tied to graduated enhanced reimbursement rates for children receiving child care scholarships.

Numerous research studies have shown that children who attend higher-quality early learning programs are more prepared for school entry than children who do not attend high-quality programs. Child care and early learning programs that achieve Texas Rising Star certification, offering quality care that exceeds the Texas Health and Human Services Commission (HHSC) Child Care Regulation (CCR) minimum standards, are in a better position to positively affect the physical, social-emotional, and cognitive development of children. As programs advance through the levels of Texas Rising Star certification, they are increasingly able to positively affect the development of the children they serve daily.

## **PROCEDURES FOR PARENTS**

### **ARRIVAL/PICK-UP/ABSENCES**

The preschool is open 7am – 6pm, Monday through Friday, year round. To support a smooth and consistent routine for all children, we ask that you notify the Preschool at the Y by 9:00 AM if your child will not be attending school that day or will not be joining us for lunch. You may leave a message at 512-615-7846. This helps us ensure an accurate meal count and maintain a structured environment for the children.

For the benefit of all students, drop-off is not permitted after 9:30 AM. Late arrivals can be disruptive to the learning environment, particularly as children transition to lunch and rest time. A consistent schedule helps children feel secure, supports classroom routines, and minimizes interruptions for both students and teachers.

You are welcome to pick up your child at any time during the day; however, once a child has been checked out, they may not be checked back in that same day.

Thank you for your cooperation in helping us create the best possible experience for all children in our program!

### **Late Pick Up**

Preschool at the Y closes at 6pm. A charge of \$1 per minute, per child will be assessed if your child(ren) are not picked up by 6pm. If your child is not picked up by 7pm and the Y has had no contact with the parents, the Y is required 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 Preschool at the Y Director along with an additional \$40 registration fee.

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

Any change in the family status which impacts authorized parties for pick-up will require official, legal court documentation. Only the primary parent on the account is able to make these changes to the enrollment form unless court documentation is provided to the LCC Associate Executive Director of Early Learning.

Only individuals listed on your enrollment agreement are authorized to pick up and sign out your child. Our online system allows you to update your contact information at any time without staff assistance: however, our front desk staff (512-246-9622) is always ready to assist if needed. Persons authorized to pick-up your child must be over the age of 18. 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 are required to keep information current in our registration system. Any last minute emergent additions must be sent in writing- text, email or applicable application.
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 Cornerstone Family Preschool with an unauthorized person.

## **BREASTFEEDING**

Our infant room has a nursing area with a rocking chair that breastfeeding mothers are able to use at anytime during operating hours. Parents have the right to provide breast milk for their child while in care up to 17 months of age.

## **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 Central Texas. 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 Central Texas 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.

## **COMPLAINTS**

Your first point of contact should you have a concern or complaint is your child's teacher. If the issue is not resolved at that level, please contact the Y Preschool 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. We cannot address your concerns if we do not know about them, so please communicate with us. We have an open door policy. 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 Preschool at the Y Director can also attend teacher/parent conferences. Parents can contact Child Care Regulations if there is a concern regarding the preschool meeting minimum standards. Contact information is on the Texas Health and Human Services website. A QR code direct link is available on the back cover of this handbook.

## **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.ymcactx.org](http://www.ymcactx.org)). Program scholarships are made possible by funds raised through our Annual Campaign.

## **PARENT RESPONSIBILITIES**

The YMCA of Central Texas 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 Handbook and render them ineligible to further participate in Y programs.

### **Parents are required to:**

- 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.
- Update all information on records at the Preschool at the Y, including change in telephone / mobile contact numbers, emergency information and authorized parties for child pickup.
- Adhere to all payment procedures as outlined in this Family Handbook.
- Submit written notice two weeks in advance if withdrawing your child from the program.
- Take proper steps to authorize emergency pickup of your child by contacting the Y Licensed Child Care Services Desk directly 512-246-9622.
- Make certain that when you leave your child at any Y program, a Y staff member is present to receive and supervise the child.
- Instruct your child to always remain part of a group, emphasizing safety in numbers.
- Make an effort to get to know the faces and the names of the staff that take care of your child or children daily.
- If you have a concern, please communicate it to your child's teacher or the Director.
- In a partnership effort, please work with your child's 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 babysit 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.

### **Rights of parents & children**

- 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.
- Do not hesitate to report any action of Y staff that you deem inappropriate to the Y Preschool staff.
- All concerns will be thoroughly investigated and Child Protective Services or the Department of Family and Protective Services will be contacted, if warranted.
- All parents and guardians are encouraged to visit our program, observe activities and to freely communicate with all Y Preschool teachers and staff.
- You are required by law to report any suspicious child abuse and may call the Child Abuse Hotline at 1-800-252-5400.

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.

## **GANG FREE ZONE**

We are required by the Texas Department of Health and Human Services to notify parents that Cornerstone Family Preschool at the Y is located in a gang-free zone. Under the Texas Penal Code, any area within 1,000 feet of a child care center or school is a gang-free zone, meaning that any criminal offenses related to organized criminal activity are subject to harsher penalty.

## **REFUND/TRANSFER OR CHANGE POLICY**

Refunds will be given if cancellation is received in writing. The YMCA of Central Texas 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.

## **TUITION**

Payments are to be made each week on or before Tuesday by 6pm. Tuition is due in full each week regardless of attendance. All payments can be made by cash, check, money order or credit card at the Licensed Child Care Services Desk 512-246-9622, which is located at 1812 N. Mays Street in Round Rock. If payment is not made by 6:00 pm 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 Preschool at the Y for a complete year. Please notify the Licensed Child Care Services Desk when you would like to schedule your FREE week.

## **UPDATES TO CDC HANDBOOK**

When revisions are made to this Handbook, 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 Preschool at the Y Handbook, please visit the Licensed Child Care page at [www.ymcactx.org](http://www.ymcactx.org).

## **WITHDRAWAL**

If you are withdrawing your child from the Preschool at the Y, 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.

## **STUDENT MANAGEMENT**

### **BEHAVIOR GUIDELINES FOR STUDENTS**

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 ensure 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 Texas Health and Human Services during enrollment and will also be provided with a copy for their records.

### **Preschool at the Y Rules**

As participants in the Preschool at the Y, all children, as developmental appropriate, will be required to:

1. Check in with a Preschool at the Y teacher immediately upon arrival each day.
2. Respect the property of the Y.
3. Report to a Preschool at the Y 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 Preschool at the Y teachers and following directions.
8. Respect the rights of other participants, the Preschool at the Y teachers and Y staff.
9. Be honest - making every attempt to be truthful and fair with others.

### **Conscious Discipline**

At the Preschool at the Y, it is our goal for teachers, children and parents to work together towards cooperative behavior and a cohesive atmosphere. Staff will always notify parents of emerging difficulties and ask for assistance in behavior management.

Our Frog Street curriculum incorporates the seven skills of conscious discipline: composure, encouragement, assertiveness, choices, empathy, positive intent and consequences.

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 Damage Property:

- 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. 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 Preschool at the Y 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 Preschool at the Y 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

When counseling memorandums for students 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 Preschool at the Y. In all instances, the Director will ensure that fairness and consistency is demonstrated with all disciplinary steps taken. 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. The following are our procedures for inappropriate student behavior:

**1st Counseling Memorandum** – Parents / guardians will be contacted to schedule a discussion between the staff member and an authorized member of the family to discuss the child's behavior, what may be the root cause of the behavior, and possible solutions to encourage appropriate behavior.

**2nd Counseling Memorandum** – The child will receive a 1-day suspension at the Director's discretion. At this time, a discussion between the Director and an authorized member of the family will occur. The parent/guardian must sign the counseling memorandum acknowledging that another incident that requires a counseling memorandum may result in removal from the program. When a child returns from a suspension, they are positively welcomed back into our community.

**3rd Counseling Memorandum** – The Preschool at the Y Director will review all documentation and determine if the child will be removed from the program. He or she will get to know the child involved and observe, assess and review documentation. 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 Director make the decision to remove a child from the preschool program, it is the other Y program director's discretion whether or not the child can enroll in another Y program.

## BLANKETS & PILLOWS

Nap time blankets and small travel size pillows may be brought daily to the Preschool at the Y. Please have all items clearly labeled with your child's name. No large blankets, sleeping bags or pillows are allowed. We ask that you please take home your child's bedding each Friday for cleaning.

## WATER BOTTLE

We ask that you please send a water bottle labeled with your child's name every day. It helps us ensure they stay hydrated throughout the day.

## CLOTHING

Two full sets of extra clothing including an extra pair of shoes, 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 and shoes in 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 Preschool at the Y. During water play, we ask for closed toe water shoes to be worn.

## **PERSONAL BELONGINGS**

The Y does not permit children to bring toys, electronic games or other personal articles to Y programs, including the Y Preschool at the Y. If items of this nature are brought to the program, we will require that they remain in your child's backpack or cubby 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 Preschool at the Y lost and found. Any lost and found items left at the end of each week will be donated to a local charity.

## **SEPARATION PROCEDURES**

We strive to make every experience a positive one. It is our hope that every day children and parents are excited to come to school to learn, play and enjoy their peers. However, we know those first few days at drop off can be full of anxiety for both parent and child. Separation anxiety is completely normal for all children, especially children between the ages of 18 months and 3 years of age. We understand there may be tears, screams and tightly held hugs. Please ease the separation by preparing your child. We HIGHLY recommend you come to the program before the scheduled start date to visit the classroom, meet the teacher, find their cubby and enjoy some time in the classroom. This is a great way for them to start to become familiar and aware of their new environment. Allow yourself plenty of time to talk with the teacher and spend some time engaging in the daily routine with the children in the program. This will help them become familiar with their new surroundings.

## **HEALTH & SAFETY**

### **ABUSE AND NEGLECT PREVENTION & REPORTING**

Our role and responsibility to all children and families is to protect them from abuse and neglect. As required by law, all staff working with children and families must report any suspicions of abuse and/or neglect. It is also our responsibility as staff working with children and families to do our part in the prevention of abuse and neglect. Our staff is required to receive training annually for abuse and neglect prevention and reporting. We will work with community organizations to support families as needed through difficult situations.

### **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. An Emergency Preparedness Plan is available in the Director's office, and emergency diagrams are posted in each classroom.

Parents will be notified of any emergency situation and response as quickly as possible through our texting application and email. If needed due to weather or other emergency, parents will be contacted for early pickup. If the Preschool at the Y closes before the scheduled dismissal time, the Y will attempt to notify parents through email and text. 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 Preschool at the Y will not operate on that day.

Should a relocation of children be necessary, staff will follow our emergency preparedness plan to safely move children to the CHASCO Family YMCA located at 1801 N. Interstate Hwy 35. Staff members will continue to care for children, striving to maintain a calm environment until all children have been reunified with parents. Upon arrival to the relocation site at the CHASCO Family YMCA, parents will check in at the front desk and staff will verify authorized pick-ups. Any emergency situation that requires a relocation will be reported to licensing within 48 hours.

### **HEARING AND VISION SCREENING REQUIREMENTS:**

The State of Texas requires all children between the age of 4 and 6, receive a hearing and vision screen. The Vision and Hearing screen policy requires that all children enrolled for the first time in any public, private, parochial, or denominational school or in a Department of Health and Human 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 enrolled in any licensed child-care center and licensed child care home or school program for the following ages: 4-years-old by September 1st and completed within the first 120 days of enrollment. All children enrolled in the Preschool at the Y who reach the age of 4 by September 1st of the current programming year are required to have a copy of their hearing and vision screening results from the physician's office on file.

## **IMMUNIZATIONS**

All children are required to stay up to date with all state and federally mandated vaccinations. Texas law allows physicians to write medical exemption statements which clearly state a medical reason that the child cannot receive specific vaccines. Additionally parents/guardians may choose an exemption from immunization requirements for reasons of conscience, including religious belief.

## **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 Preschool at the Y the next full day of school. All children must be symptom free for 24 hours, without the aid of medication 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 Preschool at the Y 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 Preschool at the Y Director at 512-615-7846 or Assistant Director at 512-615-7870, if your child will be out for the day.

## **INFANT FORMULA and FEEDING SCHEDULE**

Parents must complete an infant feeding instruction form for infants who are not yet ready for table food. The form needs to be reviewed and updated by the parent every 30 days until the infant is able to eat table food. "Table food" refers to non-baby food and regular, non-pureed meals and snacks provided to other children in the child care center. Reviewing and updating feeding instructions every 30 days ensures that all caregivers are following parent instructions as the nutritional needs of the infants change.

## **JEWELRY**

Jewelry is not permitted in the Preschool at the Y due to safety factors. Although stud earrings are allowed, but please do not allow your child to wear necklaces, bracelets or dangling earrings.

## **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. Please let the Preschool at the Y 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.

## **SAFE SLEEP**

The American Academy of Pediatrics (AAP) recommends that infants be placed to sleep on their backs, in their own crib, and with nothing in the crib other than a fitted sheet tightly covering the crib pad. In order to comply with the AAP recommendation, the YMCA of Central Texas Child Development Center has set in place an Infant/Toddler Safe Sleep Policy. For more information, please see your Director for a copy of the Safe Sleep Policy.

## **SCREEN TIME**

Preschool at the Y follows Child Care Regulation's rules regarding screen time.

- We will not use a screen time activity for a child under the age of two years.
- Screen time activity may supplement, but not replace, an activity for a child who is two years old or older.
- Screen time will be used for a maximum of one hour, and will be related to the planned activities that meet age appropriate educational goals.
- Screen time will not be used during meal times, rest times, or nap times.

## **SUN PROTECTION FOR CHILDREN**

All classrooms have a minimum of two 30-minute outdoor playtime daily, weather permitting; 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 Preschool at the Y.

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.

## **TOILETING**

It is a requirement for a child to be "potty-trained" (use the toilet independently) prior to progressing to the three-year old classroom and older.

# **CHILD NUTRITION PROGRAM**

Dear Parents/Guardians:

This letter is intended for parents or guardians of children enrolled in a child care center. The Preschool at the Y, offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the attached Meal Benefit Income Eligibility Form. In addition, by filling out this form, we will be able to determine if your child(ren) qualifies for free or reduced price meals.

## **Do I need to fill out a Meal Benefit Form for each of my children in daycare?**

You may complete and submit one CACFP Meal Benefit Income Eligibility Form for all children enrolled in child care in your household, only if the children in child care are enrolled in the same center. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information. Return the completed form to: Y Licensed Child Care Member Services Desk, 1812 N. Mays Street, Round Rock, TX, 78664, 512-246-9622.

## **Who can't receive free meals without providing income information?**

Children in households getting Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) can get free meals. Foster children (reference question #8 for more information on foster children) and children enrolled in a Head Start Program (HSP), Early Head Start Program (EHSP), or Even Start Program (ESP) and have not entered kindergarten) are also eligible for free meals. Households with children enrolled in a HSP, EHSP or ESP can provide a certification letter from the program of the child's enrollment and do not need to complete the CACFP Meal Benefit Income Eligibility Form.

## **Who can receive reduced price meals?**

Your children can get low cost meals if your household income is within the reduced price limits on the Income Chart, sent with this application. Children in households participating in WIC may be eligible for reduced price meals.

## **May I fill out a form if someone in my household is not a U.S. Citizen?**

Yes, you or your children do not have to be U.S. citizens to qualify for meal benefits offered at the child care center.

## **Who should I include as members of my household?**

You must include everyone in your household (such as grandparents, other relatives, or friends who live with you) who shares income and expenses. You must include yourself and all children who live with you. You also may include foster children who live with you.

## **How do I report income information and changes in employment status?**

The income you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached Income Chart, the center will receive a higher level of reimbursement. Once properly approved for free or reduced price benefits, whether through income or by providing a current SNAP, TANF, FDPIR case number, you will remain eligible for those benefits for 12 months. You should notify us, however, if you or someone in your household becomes unemployed and the loss of income causes your household income to be within the eligibility standards.

## **What if my income is not always the same?**

List the amount that you normally receive. For example, if you normally receive \$1,000 each month, but you missed some work last month and only received \$900, put down that you receive \$1,000 per month. If you normally receive overtime, include it, but not if you only receive it sometimes.

## **What if I have foster children?**

Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Households may include foster children on the Meal Benefit Form, but are not required to include payments received for the foster child as income. Households wishing to apply for such benefits for foster children can provide the Texas Department of Family and Protective Services Form 2085FC, Placement Authorization Foster Care / Residential Care, to their child's caregiver and do not need to complete the CACFP Meal Benefit Income Eligibility Form.

## **We are in the military, do we include our housing and supplemental allowances as income?**

If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

## **(Pricing program only) Will the information I give be verified?**

Maybe, we may ask you to send written proof to verify the information you submitted on the form. What if I disagree with the decision about the information I complete on this form? You can talk to Preschool at the Y Director Lori Martin, either in person or by telephone at 512-615-7846. You may ask for a hearing by calling or writing to: Preschool at the Y, 1812 N. Mays Street, Round Rock, TX, 78664, 512-246-9622. In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age or disability.

**If you have other questions, please call the Y Licensed Child Care Services Desk at 512-246-9622.**

# CHILD NUTRITION PROGRAM INFORMATION

NAME OF FACILITY/NOMBRE DEL CENTRO <b>Y CHILD DEVELOPMENT CENTER (CDC)</b>	FACILITY REPRESENTATIVE/REPRESENTANTE DEL CENTRO	AREA CODE AND TELEPHONE NO./CLAVE DEL ÁREA Y TELÉFONO
ADDRESS OF FACILITY/DIRECCIÓN DEL CENTRO <b>1812 N. MAYS ST., ROUND ROCK, TX 78664</b>		DATE/FECHA <b>8-1-08</b>

## 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.

### 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.

## 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.

### 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.

**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.**

**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.

**CONFIDENCIALIDAD:**

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 child 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)
<ul style="list-style-type: none"><li>- Milk</li><li>- Fruit or Vegetable</li><li>- Grains or Bread</li></ul>	<ul style="list-style-type: none"><li>- Milk</li><li>- Meat or meat alternate</li><li>- Grains or Bread</li><li>- Two different servings of fruits or vegetables</li></ul>	<ul style="list-style-type: none"><li>- Milk</li><li>- Meat or meat alternate</li><li>- Grains or Bread</li><li>- Fruits or Vegetable</li></ul>

**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
- youth up to 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

## **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.

**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), or 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.



## **Y EMPLOYMENT OPPORTUNITIES**

The YMCA of Central Texas 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.ymcactx.org](http://www.ymcactx.org) for the latest job postings. (Length of employment and/or minimum hours worked requirement.)

## **Y MEMBERSHIP**

The YMCA of Central Texas offers several different types of memberships. Y program participants with a Y Family Membership are eligible for a tuition discount. Visit your local Y Member Services Desk or use the contact information below to learn more about Y memberships.

## **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.ymcactx.org](http://www.ymcactx.org), at the Y Licensed Child Care Services Desk in Round Rock, at your local YMCA of Central Texas.

## **MINIMUM LICENSING STANDARDS AND INSPECTION REPORTS**

To contact Texas Health and Human Services, Child Care Regulation, you may call -- or visit <https://www.hhs.texas.gov/providers/child-care-regulation>

### **Texas Health & Human Services Minimum Standards**



YMCA OF CENTRAL TEXAS  
1812 N. Mays Street  
Round Rock, TX 78664  
P 512 246 9622  
F 512 244 2122  
[ymcactx.org](http://ymcactx.org)