

Northwest Child Development Center

COVERING THE BASICS

FAMILY HANDBOOK



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF CENTRAL TEXAS
ymcactx.org



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, Faith, Honesty, Respect, Responsibility

PRESCHOOL AT THE Y POLICIES & PROCEDURES

DAYS OF OPERATION

Care will be provided based on the 187-day teacher calendar, from 6:45 a.m. to 6 p.m. each Monday through Friday at Northwest Leadership Academy, 14014 Thermal Dr., Austin.

TUITION

PfISD, in partnership with the YMCA of Central Texas, is opening registration of its Northwest Child Development Center for the school year. We offer discounted childcare for full-time district staff members only. There is limited availability in the program, with admission provided on a first-come, first-serve basis. To register, please e-mail the child care facilitator at natasha.drumgoole@pfisd.net.

8 weeks – 18 months = \$750/month

18-months – max 3 years = \$675/month

3 years – max 4 years = \$650/month

WITHDRAWAL

If you are withdrawing your child from the Y at Northwest CDC, a two week written notice is REQUIRED. You may e-mail your notice to the district child care facilitator at natasha.drumgoole@pfisd.net.

TARDY PICK-UP

The Preschool at the Y closes at 6:00pm. A charge of \$1 per minute, per child will be assessed if your child(ren) are not picked up by 6:00pm. If your child is not picked up by 6:30pm and the Y has had no contact with the parents, the Y has no other choice but to contact the proper authorities.

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 Northwest CDC for children ages 12 months and older. Please have all items clearly labeled with the child's name. No large blankets, or sleeping bags sleeping bags are allowed. Please take home your child's bedding each Friday for cleaning.

SAFE SLEEP

The American Academy of Pediatrics (AAP) recommends that infants be placed to sleep on their backs, in their own crib, 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 a Infant/Toddler Safe Sleep Policy. For more information, please see your Director for a copy of the Safe Sleep Policy.

IMMUNIZATION RECORDS

According to the Texas Minimum State Vaccine Requirements for Child-Care and Pre-K Facilities, a child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility in Texas. More information on this matter can be found at <https://www.dshs.texas.gov/immunize/school/default.shtm>

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 Northwest CDC 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 Northwest CDC until antibiotics have been given for 24 hours and you have a physicians note stating your child can return to school. Please notify us in this case, so that we can notify the other parents. Please contact the Northwest CDC Director at 512-594-4469, 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, sunscreen, and bug repellent can be applied or dispensed.

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 consent 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.

MEDICAL EMERGENCIES

In the event that there is a medical emergency, we are to call 9-1-1. Then we will call the first parent contact. If that person is unavailable, we will call the second parent contact and so on down the line listed on the registration form.

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.

DROP-OFF/PICK-UP

Please contact the Preschool at the Y by 9:00am if your child will not be joining us for lunch that day. You may leave a message at 512-594-4469. This will help us ensure we have an accurate count for lunch. Drop-off is discouraged after 9:30am so that your child can get the most out of our program. 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 Northwest 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 Northwest 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 Central Texas Preschool at the Y at Northwest 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 Northwest 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 512-246-9622.

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 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 PHILOSOPHY

The Northwest CDC is a program of the YMCA of Central Texas. 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.

FAMILY ADVISORY COUNCIL (FAC)

The YMCA Preschool at the Y implements a Family Advisory Council to build a collaborative relationship between parents/families and the Preschool at the Y. The goal of the FAC is to encourage and validate the importance of family partnerships and parent participation in decision making relating to the children's education and development within this program. We want all parents and families to know the importance of advocating for their child in all educational settings starting with the early childhood program.

The purpose of the FAC is to assist the Preschool at the Y administration in developing and supporting components of programming for the Preschool at the Y.

The FAC gives leadership and support to the Preschool at the Y in the following ways:

- Texas Rising Star Quality Rating System
- Supporting the YMCA of Central Texas and its mission of promoting healthy living, youth development and social understanding
- Staff Appreciation
- Annual Campaign Fundraising and Mission support
- Parent Education and Volunteer opportunities

These are volunteer positions with a limited time commitment. The FAC will meet quarterly for an hour meeting and work session. It is at the discretion of the FAC to meet more often as needed. FAC members begin service each Fall in October.

PROGRAM PURPOSE & GOALS

At the Y at Northwest 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 employed by the Pflugerville school district 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.

CURRICULUM EXPECTATIONS AND GOALS

The expectation of the Northwest CDC is to provide a curriculum model that provides the social, emotional, cognitive and physical developmental growth for all children who enter into our program. It is our heartfelt desire to provide curriculum that provides a more inclusive and comprehensive approach to all children's individualized development and learning.

Our Preschool at the Y strives to provide quality programming to both children and their families. We develop our philosophy of learning on the following principles of child development:

1. Balanced curriculum
2. Relationships with our parents and children
3. Quality teaching staff
4. Community relationships
5. Assessment and accountability
6. Consideration of the diversity of children, families and our communities.

CURRICULUM

At the Northwest CDC, we develop curriculum which focuses on the whole child. Children grow and develop in stages and how we support that growth is to foster and nurture each child through creating and implementing a curriculum that supports their individuality. Our expectation is to meet all children where they are developmentally. Through observation and goal setting we are providing them the skills needed for school readiness and future success in learning.

School readiness looks different for each child so our goal is to prepare each child for meeting challenges, finding growth and success in their daily experiences and to gain understanding of their emotions and regulating those to meet social needs.

To achieve a balanced learning experience, our curriculum focuses on the following areas of development:

- Language
- Literacy
- Science
- Physical (large and fine motor)
- Social Studies/Diversity
- Creative learning
- Social/Emotional
- Health, wellness and self help

LEARNING AND GROWING THROUGH PLAY

It is our profound belief that all children learn through the act of play. Play is a wonderful and amazing experience for children. Not only is it fun, but it is also important for healthy development. It is their “work” and their way of learning about the world. Through play, children try out new skills, explore their imagination and creativity, and develop relationships with other people in their lives.

Through play and the interaction with others, children are allowed to learn and practice new skills and develop understanding of emotional regulation, peer relationships and cooperation. We have a strong focus on positive social and emotional development which will allow children to grow in their understanding of the self. All these elements combined will prepare our children for school success.

Below are some brief examples of the goals we have for children at the Y:

8 weeks to 17 months:

Our infants program is complete with nurturing teachers making this first step into childcare an easy transition for babies and their parents! In this program, we are helping infants develop their first milestones.

- Cognitive development
 - Responding to sounds
 - Searches for hidden objects
 - Imitates reading books
- Language development
 - Vocalizes with gurgles or coos
 - Imitates sounds
 - Waves hello / good bye
- Physical development
 - Rolls over in both directions
 - Taking first steps
 - Stacking blocks
- Diet
 - Switches from purees to chunks
 - Managing Finger foods
 - Drinking from a sippy cup

18 months to 2 year olds:

Discovering of the self and gaining independence:

The development of children during this stage is very rapid and constant. They are gaining a great deal of self-help skills, physical abilities are emerging and their emotional awareness is growing. We are helping children with the following skills through daily curriculum and environmental supports.

- Self-care skills
- Gaining respect and understanding of classroom materials
- Creating and understanding of daily classroom materials
- Developing relationships with teacher and peers
- Beginning to label and understand their feelings and those of others
- Cognitive skills increase
 - Recognizing name, color, shapes, and express ideas
 - Gain interest in learning new things
- Language development increases
 - Follows 1 step directions
 - Responds to questions
 - Literacy exploration
- Motor development
 - Increase skills and introduction of motor skills such as running, climbing, jumping, and throwing

Three year olds:

Our three year olds are growing, exploring and becoming aware of the ever important peer relationships. During this time children are discovering the world around them and the importance they hold in their environments (home, school and community). There is continued growth and development in a child's physical, cognitive and language skills. We require each child to be fully potty trained before they are able to attend our three year old classroom. We will see the following skills develop and emerge during this time of development.

- Ability to grow in understanding of routines
- Labels and expresses feelings
- Self-control in actions will increase
- Relationship development
 - Understanding they are a part of a social group
 - Increase connections with trusted caregivers
 - Communication skills increase
- Physical growth becomes more refined
 - Agile at climbing, running, and jumping
 - Coordination becomes smoother and in more control
 - Fine motor skills increase in drawing, cutting, and writing
- Language skills
 - Understanding of home language
 - Rhyming
 - Plural and positive work exploration with more depth in understanding
- Self-care
 - Increased ability to take care of personal needs (restroom, dressing, etc.)

Four year olds:

Due to licensing and limitation of space, we are unable to offer services to children ages 4 and older. You will have to find alternative care for our childcare before the day they are 4 years of age. Please note the lists above are by no means complete but are meant to give parents well rounded group of examples of developmental milestones during the various stages. These indicators of development help teaching staff create goals to support growth in children. We are providing experiences which will give children the opportunity to meet their personal goals and the goals that you as parents have for your children while they are attending our program.

Please note the lists above are by no means complete but are meant to give parents well rounded group of examples of developmental milestones during the various stages. These indicators of development help teaching staff create goals to support growth in children. We are providing experiences which will give children the opportunity to meet their personal goals and the goals that you as parents have for your children while they are attending our program. The duration of indoor and outdoor physical activity varies from 15 to 45 minutes depending on age groups and weather conditions. If weather does not permit outdoor physical activity, we have an indoor play gym as well as many fun theme related physical activity. Infants get most of their physical activity through tummy time multiple times a day.

WATER ACTIVITIES

The Y offers many opportunities for water play including kiddie pool splash days, sensory table activities, and much more. All water activities are closely monitored by our Y staff. For further information, please contact your center's director.

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 Preschool at the Y. 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.

SEPARATION PROCEDURES

We at the Northwest CDC 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. Drop off times can seem like the roughest part of the day for both parent and child, but there are some ways we can make the transition a bit easier for everyone. There are of course no full proof ways to leave a child at school without tears but it is our expectation to make those drop off times as smooth as possible for children, parents and the teaching staff.

- Prepare 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. There is always something happening in the child's day so please make sure to give yourself time to engage and enjoy the time with the child. This will help them become familiar with their new surroundings.

PARENT/TEACHER CONFERENCES AND DEVELOPMENT ASSESSMENT

To provide the highest quality early care and education experience to all of the children in our program each classroom teacher will offer formal Semi-Annual Parent/Teacher conferences and Developmental Assessments.

We know how important it is to have both the time and opportunity to spend one on one uninterrupted time with your child's teacher. Parent/Teacher conferences give both teachers and parents time to come together to talk about the child's development, set developmental goals and to follow up with one another about the progress the child is making in their classroom. The Northwest CDC is will be consistent with the Pflugerville calendar as to schedule Parent/Teacher conferences mid October and April. Please know that at any time if you wish to meet with your child's classroom teacher you can set an appointment with them to discuss any issues, concerns or goal setting that you may need.

Developmental assessments are an important part of a child's growth and development. It is a great way to help a teacher's understanding of each child and it helps to provide intent in their teaching and development of curriculum. The YMCA Preschool at the Y will be using the ASQ (Ages and Stages Questionnaire) for parents and caregivers to give us a base understanding of how the child is progressing in their development and how we can best develop our curriculum and environments to meet their growing needs. These will be completed by both parents and teachers at least twice a year and will be discussed at a formal parent teacher conference.

If at any time during the formal assessments, classroom observations, and if teacher and/or parent raise concerns about a child's development a more professional assessment can be granted through the Child Find Program with the Pflugerville ISD school system specifically for preschool aged children. Parents can contact the Child Find program directly at 512-594-0168.

PROCEDURE FOR PARENTS AND FAMILIES TO REVIEW A COPY OF THE MINIMUM LICENSING STANDARDS AND CURRENT LICENSING INSPECTION REPORTS:

All parents have access to the minimum standards for child care. There is a hard copy located in the Director and Assistant Directors office. You can also review the standards at the following website: <http://www.dfps.state.tx.us/> and look under "standards and regulations" for child care centers.

A copy of the current licensing inspection is required to be posted for parents to view. The Y at Northwest CDC has the current copy of the inspection reports located on or near the Parent/Family Board located near the Assistant Director's office. You can also review our current licensing inspection report on line at the following website: <http://www.dfps.state.tx.us> and just put in the search area YMCA Preschool at the Y .

Please be sure to ask the Director or Assistant Director at any time if you have any questions regarding these standards or policies.

INTRODUCTION TO TEXAS RISING STAR

The Texas Rising Star program is "a voluntary, quality-based child care rating system of child care providers participating in the Texas Workforce Commission's subsidized child care program." TRS Certification is available to Licensed Center and Licensed and Registered Child Care Home providers who meet the certification criteria. The TRS Provider certification system offers three levels of certification (Two-Star, Three-Star, and Four-Star) to encourage providers to attain progressively higher certification requirements leading to a Four-Star level.

THE TEXAS RISING STAR PROVIDER IN THE CHILD CARE DELIVERY SYSTEM

Across Texas, parents and families enroll their children into child care programs, including center-based and home-based programs. Numerous research studies have shown that at-risk children who attend higher quality child care programs are more prepared for school entry than children who do not attend quality child care programs.

Those providers that voluntarily achieve TRS provider certification, offering quality care that exceeds the State's Minimum Child Care Licensing Standards for director and staff qualifications, caregiver-child interactions, age-appropriate curricula and activities, nutrition and indoor/outdoor activities, and parent involvement and education, are in a better position to contribute to the early development of children. As providers progress through the levels of TRS provider certification, they contribute progressively more to the development of the children they serve on a daily basis.

TEXAS RISING STAR: A QRIS FOR TEXAS

In recent years, many states have adopted quality rating and improvement systems (QRIS) to measure the quality of child care programs and provide professional development to help these programs improve the quality of care they offer to children and families. The National PAGE 1.2 TEXAS RISING STAR CERTIFICATION GUIDELINES © 2015 TEXAS WORKFORCE COMMISSION Child Care Information and Technical Assistance Center defines QRIS as a "systematic approach to assess, improve, and communicate the level of quality in early and school-aged care and education programs." Thirty-nine states currently implement some type of QRIS.

In September 2013, the Texas Early Learning Council (Council) released recommendations for the state to develop a statewide, cross-sector QRIS for Texas. One of the recommendations included Texas Rising Star as the basis for a QRIS in Texas.

HISTORICAL PERSPECTIVE

In the mid to late 1970's there were federal standards for quality child care that were implemented across the nation. By the early 1980's these standards were discontinued. A State workgroup was then formed to develop standards for child care providers. Using the earlier federal standards and research on the specific indicators of quality in the child care field, child care service control standards were developed. These standards were piloted from August 1985 through March 1986. A sampling of about 700 out of 1,200 facilities was assessed, and findings from this study formed the basis for the refinement and development of the TRS Provider Certification Criteria. These criteria were in use from June 1991 to October 2000.

The TRS Provider Guidelines were revised and issued in October 2000, incorporating the recommendations of a workgroup formed in 1999. The workgroup consisted of TWC, Board staff, child care contractors, and child care providers from across the state. In 2000, the revisions mainly updated the assessment and certification procedures. TWC updated the re-certification and monitoring time frames for TRS providers on October 3, 2003. Additionally, TWC approved two accreditation that were included in the June 2008 update of the TRS Provider Guidelines. Finally, TWC approved updates to the TRS Provider Guidelines in July 2012 following changes to Child Care Licensing requirements for annual training hours.

CONTACTING LICENSING

At any time parents can contact licensing if there is a concern or if a question is raised. You can contact them at 512-834-3195 or you can visit the Department of Family Protective Services website at <http://www.dfps.state.tx.us/> and contact them under Child Care and Protective services.

PREVENTING AND RESPONDING TO ABUSE AND NEGLECT

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 is mandated by law to report any suspensions 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.

The Y at Northwest CDC have established methods for increasing employee and parents awareness of issues regarding child abuse and neglect, including the warning signs that a child may be a victim of abuse or neglect. The Y at Northwest CDC will conduct trainings and educational opportunities for both parents and staff to meet these needs and expectations.

We as staff will continue to increase our employees as well as parents awareness of prevention techniques for child abuse and neglect through training, professional development and parent educational opportunities annually.

The Y at Northwest CDC will work with other appropriate community organizations to insure training and professional development will take place. We will work with these organizations to supply resources or give support to families in need of such services.

The Northwest CDC Director will work with the parent of a child who is a victim of abuse or neglect to obtain any assistance or intervention that is required by the parent and family. We will also work closely as needed with any organization regarding the care for the child and family.

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.

Under no circumstances will your child be allowed to leave the Y at Northwest 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 Preschool at the Y 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 Northwest CDC Director at 512-594-4469 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 at Northwest CDC. 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.

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 Preschool at the Y, all children 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.

POSITIVE DISCIPLINE MEASURES

At the Preschool at the Y, 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. 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.

EMERGENCY PROCEDURES & INCLEMENT WEATHER CONTINGENCY PLAN)

PfISD has emergency preparedness and operations plans, and continually conducts drills and training with its staff and students. We partner with our local and regional first responders and emergency management personnel to ensure we are prepared to provide exceptional service before, during and after any emergency conditions. Emergency Operations Plans are reviewed annually and updated as necessary. Fire evacuation drills, tornado / severe weather drills, lock-out and lock-down drills are conducted in accordance with TEC guidelines and Fire Department regulations.

In the event that we need to evacuate the campus, we are to report to the Churchill Apartments leasing office at 14100 Thermal Drive, Austin 78728. Once we have reached our designated evacuation point, parents will receive a call to pick up your child.

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 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.

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 with the Northwest CDC Director in January. 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..

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 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 Northwest 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 Northwest CDC Director at 512-594-4469.
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 child's teacher or the Y at Northwest CDC Director.
10. In a partnership effort, please work with your Preschool at the Y 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.

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 Preschool at the Y.
3. Preschool at the Y Director. All concerns will be thoroughly investigated and Child Protective Services or the Department of Family and Protective Services will be contacted, if warranted.
4. All parents and guardians are encouraged to visit our program, observe activities and to freely communicate with all Preschool at the Y teachers and staff.
5. You are required by law to report any suspicious child abuse and may call the Child Abuse Hotline at 1-800-252-5400.

STATEMENTS REGARDING INVOLUNTARY DIS-ENROLLMENT

The YMCA OF Central Texas reserves the right to remove a participant from the Preschool at the Y 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 Preschool at the Y Director and/or the Executive Director of Licensed Child Care will make this decision.

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 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 Central Texas. Y volunteers are ambassadors, counselors and child care providers, enrichment specialists, mentors and sports and fitness enthusiasts. At the Northwest CDC, all visitors must report to the front office to obtain a visitors pass before participating in any and all activities

Y MEMBERSHIP

The YMCA of Central Texas offers several different types of memberships. Visit your local Y Member Services Desk for more information and details about Y memberships, or call (512) 250-9622 for the Twin Lakes Family YMCA in Cedar Park, (512) 846-2360 for the Hutto Family YMCA, (512) 615-5511 for the CHASCO Family YMCA in Round Rock, (512) 756-6180 for the YMCA of the Highland Lakes in Burnet, (512) 615-5599 for the Georgetown Family YMCA, and (254)776-6612 for the Greater Waco YMCA. Of note, Y program participants with a Y Family Membership are eligible for a tuition discount.

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, at the Y Licensed Child Care Services Desk in Round Rock, at your local YMCA of Central Texas branch location, or via mail by sending checks payable to: YMCA of Central Texas, P.O. Box 819, Round Rock, TX, 78680. For more information on charitable giving to the Y, contact the YMCA of Central Texas Financial Development Office at 512-615-5539.

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 web page at www.ymcactx.org

CHILD NUTRITION PROGRAM

We follow the district guidelines in regards to the food nutrition and meal choices. All meals are provided unless stated otherwise by your doctor with a physician's note as the Y has a no outside food policy because we are a nut free facility. Meals are included in tuition. Visit pfisd.nutrislice.com for interactive menus, nutritional information, and more!

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

In the event that your employment with the Pflugerville district changes, please contact the child care facilitator at natasha.drumgoole@pfisd.net.

CHILD NUTRITION PROGRAM INFORMATION

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

DATE/FECHA

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.

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

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

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. state.

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 CENTRAL TEXAS

1812 N. Mays Street
Round Rock, TX 78664
P 512 246 9622
F 512 244 2122
ymcactx.org