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## **WOODRUFF FAMIL YMCA EARLY LEARNING CENTER 2026 Frequently Asked Questions and Answers**

### **Where is Woodruff Family YMCA located?**

631 Orange Ave, Milford, CT 06461

### **What is the contact number to reach someone?**

203-878-6501

### **Is there an office location where I can talk to a person face to face?**

Woodruff Family YMCA, located at 631 Orange Ave in Milford.

### **What are the operating hours for this location?**

Monday through Friday. Full Time Early Learning Program runs 7:15am-5:30pm. Part Time Programs runs from 9:00am-1:00pm

### **How old does my child need to be to attend the Early Learning Programs?**

The Preschool Program begins at 2 years, 9 months through 5 years of age.

### **What should my child bring to the program?**

For the Full Time Program, participants need to bring a balance lunch and one healthy snack. Water bottle with a straw is preferred. Two full sets of a change of clothing. The Y supplies linens and blankets for cots during nap time. Toddler Nap Pad attached with Pillow.

### **What should I leave at home?**

All electronics, toys (stuffed animals, LEGO's, cards, etc). The Y is not responsible for lost or broken items.

### **Will the students go outdoors during the day?**

Throughout the year, program participants will spend part of their day outside, weather permitting. Please send your child with weather appropriate clothing including outwear for outdoor play and exploration.

### **Who should I contact if I have any questions about program?**

We strongly believe that parent involvement is a key ingredient in a quality Early Learning Program. We have an open door policy and you are welcomed and encouraged to visit the program at any time your child is enrolled. Parents and visitors are required to schedule a visit with the teachers prior to a visit. In order to understand each child better, the staff welcomes any opportunity to talk with parents about their children. It is critical that the lines of communication stay open. If communication is frequent, together we can provide security and continuity for your children. Any time during a child's participation in the program a parent may request a meeting with the staff to discuss the child's needs. The



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meeting will be set at a time that is convenient for both the parent and staff. Others can be invited to attend the meeting at the request of the parent or staff.

- Registration/enrollment questions can be emailed to Susan Buglione, [sbuglione@cccymca.org](mailto:sbuglione@cccymca.org)
- Care 4 Kids and financial aid questions can be directed to Ryan Leworthy, [rleworthy@cccymca.org](mailto:rleworthy@cccymca.org)

### **Where do I sign my child up for program?**

- Program registration is done in-person at the Woodruff Family YMCA, located at 631 Orange Ave in Milford.

### **Are there specific requirements for registration?**

At time of registration, the following items will need to be submitted:

- Early Learning Program registration packet
  - Registration and Release Form
  - Authorizations and Acknowledgements Form
  - Current Medical Health Assessment Form
  - Access/Release of Information
- Financial Assistance Application (if applicable)

Additional forms specific to your child and/or the program your child attends may be required such as:

- Field Trip permission form
- Medication Administration Form (if needed) with an Individual Plan of Care for a Child
- Health Forms: State of Connecticut regulations require that a fully completed and signed health form must be on file at the program one week before the first day of camp. Program participants will not be allowed to attend the program without a current, complete form. A physical within the past year is required with this year's date and signature from the physician. Families must submit a health form annually at time of registration. A signed CT Department of Public Health Medical Exemption Certification Statement is required for children without proof of immunization.
- Care 4 Kids paperwork (Initial application, Parent Provider Agreement, and supporting documentation), if applying for financial assistance
- Financial assistance application materials, along with the completed application, if applying for financial assistance



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### **What is the process for medication authorization forms and medications be handed in for program?**

State regulation requires compliance with the following guidelines with any medications: A completed Individual Plan of Care for a Child and a Medical Authorization Form must be signed by a physician stating name of medication, time to be administered, and prescribed dose to be given. The parent must bring the proper prescription bottle (with exact amount needed for the time the child will be in program.) No controlled medication is allowed to be sent in with a student. Medication may be dropped off before the child's scheduled start date in the program. All medication needs to be picked up on the child's last day in the program. Any medication not picked up within one week of last day of the program will be properly disposed of. • Parents must bring in an Individual Plan of Care for a Child and Authorization for the Administration of Medication by Day Care/Camp Personnel Form completed by a Connecticut licensed physician/dentist and by the parent • The medication must be in a safety cap container with the original prescription label • The device for measuring and administering the medication must accompany the medication Children must be given the first dose of medication by a parent before the YMCA may administer subsequent doses. Parents must pick up all unused medication within one week following the termination of the order or the medication will be destroyed. Please see the program director for a copy of the entire Medication Administration Policy if your child is in need of medication to be administered while at the program.

### **Do you accept Care 4 Kids?**

Yes. Families applying for Care 4 Kids, both current recipients and new applicants, may be required to pay up to 100% of their tuition determined by OEC upon registration. Once Care 4 Kids makes a determination of acceptance or denial of funds and provides the Y with reimbursement, the Y will provide families with the total remaining fees that they will be responsible for per month.

### **What are your fees & refund policies?**

Refunds may be issued for medical emergencies. Physician notes will be required.

### **When will information be shared with families about the program?**

We will be sending out an email communication to families prior to each participant's start date. We also utilize the Band App which updates families of their child's day to day activities.

### **What should I do if my child is sick and not going to attend the program?**

The Y staff wants your child to enjoy his/her time the program. It is in the best interest of your child and the other students that everyone at the program be healthy. If your child does not feel well the night before or the morning of school, or has an injury or fever, we suggest that your child stay home from school that day. Having your child come to school while ill can prolong the illness, as well as, spread the illness to other children. This is very



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important if your child is exhibiting symptoms of chicken pox, the flu, strep throat or any other contagious illness. If your child becomes ill or is injured during the program, the staff will decide if it is severe enough to contact you. If your child is going to be absent from school, please email the program or call 203-878-6501 to let us know.

**Who should I call if my child will be late for the program?**

Late arrivals at the program happen for a variety of reason. We strongly encourage families to drop off students by 9:00am for all programs. This will allow the student to fully experience the benefits of the program. If your child is going to be arriving late to school, please call 203-878-6501 to let us know. All students must be walked to their classrooms and signed in with their teacher prior to the parent/guardian leaving the program.

**Who should I call if I need to pick my child up early from program?**

Early pick-ups should be called in directly to the center or prior notification to teachers at drop-off in the morning. If your child is going to be picked up early from the program, please call 203-878-6501 to let us know. All students must be dismissed and signed out from their program daily. All parents/guardians and authorized individuals picking children up from the program must have valid photo ID. The Y staff will check each individual's photo ID to verify that he/she has permission to leave the program with the student based on the information provided by the parent/guardian of the child on their Registration and Release Form.