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# Manitowoc-Two Rivers YMCA Childcare/School Age Policy Book

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Updated 7/2017

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# YMCA Child Care Policies

The Manitowoc-Two Rivers YMCA Childcare Programs are licensed by the State of Wisconsin, Department of Children and Families and follow the licensing rules for Group Child Care Centers. The following are the Manitowoc-Two Rivers YMCA Childcare Policies for the YMCA Childcare Centers and School Age Programs.

## YMCA Mission Statement

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

## YMCA Childcare Philosophy

At the Y, strengthening the community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive. We believe that all kids deserve the opportunity to discover who they are and what they can achieve. We believe in providing a safe, nurturing environment for children to grow and develop social skills.

Therefore, the goals of YMCA childcare programs are:

- To help children develop to their fullest potential
- To support and strengthen the family unit
- Deliver childcare in a safe and positive environment
- To teach, model, celebrate, practice, praise, and reinforce the four values of character development: caring, honesty, respect, and responsibility;
- To foster health and well-being for children and families

## YMCA Childcare Programs

The Manitowoc-Two Rivers YMCA is dedicated to offering a quality and caring childcare experience for children age 6 weeks through 12 years old. Programs vary between sites and may include infant/toddler care, fulltime and part time care, before and after school care and summer care. Programs locations are listed below:

## Program List

- YMCA Childcare Center Maritime –205 Maritime Drive, Manitowoc, WI 54220 6 weeks to 6 years, A.M. & P.M. 4K in collaboration with MPSD
- YMCA Childcare Center Orion – 2210 Woodland Drive, Manitowoc, WI 54220 – 6weeks to 6 years, wrap around care for 4K
- YMCA School Age & Summer BREAK- Madison Hub –6 to 12 years – 701 North 4<sup>th</sup>, Manitowoc, WI. School year houses Madison, Jackson & Stangel Children
- YMCA School Age – Franklin Hub 6 to 12 years, 800 South 35<sup>th</sup> Street, Manitowoc, WI Houses Franklin and Monroe Children
- YMCA School Age – Riverview –5 to 7 years – 4400 Michigan Ave., Manitowoc, WI

## **Non-Discrimination**

The YMCA is committed to provide equal opportunities and does not discriminate by race, color, sex, age, national origin, religion, creed or special needs.

## **Americans with Disabilities Act**

The YMCA complies with all aspects of the Americans with Disabilities Act and state handicap laws, and will, therefore, afford any reasonable accommodations to children with known disabilities, unless such accommodations would cause an undue hardship to the YMCA. Children with special needs will be integrated into YMCA programs. Staff will meet individually with parents to develop a program that works for the child and classroom.

It is essential that all pertinent information about the child's needs be available to staff from the outset of enrollment and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, we ask that parents disclose significant medical, physical or behavioral issues at the time of the child's enrollment and on an ongoing basis.

## **Licensing**

The Manitowoc-Two Rivers YMCA Childcare Programs are licensed by the State of Wisconsin, Department of Children and Families and follow the licensing rules for Group Child Care Centers. A full listing of DCF 251 Licensing Rules for Group Child Care Centers is available online or at each site or YMCA Facility. All YMCA Child Care programs will display the group childcare license for parent review. This license will reflect days, hours and months of operation, ages of children to be served as well as the maximum number of children to be served at any given time. The most recent licensing inspection report will be posted next to the license including any non-compliance or enforcement actions. The YMCA programs serve children 6 weeks through 12 years. Ages served vary by location and program. Some programs operate seasonal according to school calendars and some programs operate year round. The YMCA will comply with all laws governing facilities and operations.

## **Policies**

This YMCA Child Care Family Policy Manual and Parent Handbook will be present at each of the childcare centers and all School Age sites for parent reference. Parents can request a copy of the full Policy Manual from the Child Care directors. If you need this information translated in a different language, we have resources available to accommodate you.

## **Access to Records**

Parents may request access to attendance or billing records for their child or children through the Director.

## **Media Release**

The YMCA occasionally uses photos and/or video of its participants for marketing in newspapers, flyers and other social media. No last names will be published without parent's consent. Consent is given when signing the enrollment form.

## **Admission Policy**

### **Days Closed**

The YMCA Child Care Center and School Age Programs will make every effort to stay open to meet your needs.

### **Child Care Center:**

The YMCA Child Care Centers serving children 6 weeks through 6 years will be closed for key holidays. The following is a list of holidays the YMCA Child Care Center is closed: New Year's Eve Day, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve Day, Christmas Day, \*If the YMCA Child Care Center chooses to be closed other than one of the listed days above. Parents will be notified of any closings in advance.

### **School Age Program:**

YMCA School Age programs will be closed when the school districts are closed due to inclement weather. If the school announces a late start time, before school care will be canceled. If the school closes early, after school care will be canceled.

School Age programs will be closed when the school is closed due to teacher in-service or holiday breaks.

### **Facility Emergency**

In the event of an emergency related to the facility, fire or structure, parents will be notified as far in advance as possible. In the event of an emergency during the day, parents or emergency contacts will be notified and asked to pick up children. Directors/staff will call each parent or emergency contact. Should the facility become unusable due to fire, plumbing, electrical, etc. during the day each child's parents will be contacted and pick up will be necessary.

### **Closure of a Center or Services by YMCA**

If the YMCA should have to close its services for an indefinite period of time, the parents would be notified of the closing with as much advance notice as possible and any unused paid fees would be refunded.

## **Enrollment**

In order to ensure that each child's individual needs can be met within the scope of our programs, all children who register do so with the understanding that during the first two weeks of attendance, each child will be assessed to determine if they can successfully function within the parameters of the YMCA Child Care Programs.

If this initial assessment questions the likelihood that the child's individual needs can be met in YMCA Child Care programs, a conference will be set with the parent/guardian to further assess the situation.

If a child requires special accommodations, has an IEP or parents have concern with the child's care, these should be communicated at the time of enrollment to the program director and indicated on the Health History and Emergency Care Plan form.

### **Child Care Center:**

- Any child age 6 weeks to 6 years is welcome to participate in our program.
- The YMCA will not discriminate by race, color, sex, national origin, creed or special needs.
- Our center will open at 6:00 a.m. and close at 6:00 p.m. Monday through Friday except for the designated holidays.
- Prior to admittance, a registration fee must be paid and the following forms must be completed:
  1. Child Enrollment form must be completed before the child begins to attend the program.
  2. Health Exam form must be signed and returned to the program center within one month after enrollment.
  3. Immunization form must be on file by the first day of attendance.
  4. Health History and Emergency Care Plan must be completed by the first day of attendance and updated every six months.
  5. CACFP Household Size-Income Statements must be complete and updated yearly.
  6. Fee and Schedule Agreement must be completed before the child begins to attend the program and updated yearly.
- Parents must complete special intake forms for children 2 and under to provide specific information on eating, sleeping and waking patterns of their child. This form must be on file by the first day of attendance and is updated every three months.
- Parents should update all information, including additional immunizations, change in address, telephone number or family situations at the time of

change. Please check every six months to make sure all information is current.

- Additional forms may be required including emergency medical consent, child care pick up list, swimming permission slip, travel and activity authorization.

## **ENROLLMENT - SACC**

Enrollment is open without discrimination to any child ages 5-12 years of age. Registration is on a first come, first serve basis, provided the site has not reached License capacity. Once the site reaches full capacity a waiting list will be established. No child will be excluded from participation in a School Age Program solely by reason of his or her disabilities.

The following forms must be on file prior to the first day of attendance:

- Enrollment Form
- Health History
- Immunization Record
- Disciplinary Action Plan

Parents should update all information, including change in address, telephone number, and family situations at the time of the change. Additional forms may be required including consent for research and testing and/or alternative arrival/release agreement to come or leave the program from home, school or other activities.

### **Waiting List**

#### **Child Care Center:**

The Child Care Directors maintain an enrollment list. Childcare openings are based on the needs of the center.

Priority on this list will be given as follows:

1. YMCA employees.
2. Siblings of children in childcare program.
3. Remaining families on the list by date of sign up on waitlist and/or birth date.

**School Year School Age:** All families must enroll their children each new school year. The YMCA will ensure communication to all families through various mediums - including emails, newsletters, on-site displays, and brochures. Families are ultimately responsible for knowing the re-enrollment deadlines and registering as needed.

For the purposes of the policy, current school year families are those families actively enrolled in the before or after school program.

### **School Age Wait List**

If there is not enough room to provide child care services to all those who wish to participate, parents may choose to put their child's name on a wait list.

To be on the waitlist, a child must be eligible to attend, and the family must be ready to take a spot as soon as one would become available. Therefore, as an example, a family cannot get on the wait-list in anticipation of a child turning 5 years old the next year. As spots become available, the YMCA will contact families to offer an active spot in the program. Parents have until the end of business the following day before the YMCA offers the spot to another family.

### **Exceptions**

To ensure full-time employees of the YMCA have the reliable child care needed to perform their professional work, the YMCA will prioritize the families of full-time staff and Directors above all others. Additionally, other instances may arise that would be a compelling interest for the YMCA to provide an exception to the priority list indicated here. The YMCA reserves the right to make exceptions on a case by case basis.

### **Schedules**

The YMCA provides full and/or part-time care for children 6 weeks through 12 years. The fee schedule for each program will indicate rates.

### **Child Care Center:**

The YMCA Child Care Centers have a minimum of 3 days per week. You will need to contract for the days you need care. If you need to make changes to your contract you will need to have the approval of the director.

### **School Year School Age:**

If you wish to change the enrollment status, you must give notice by the 1<sup>st</sup> of a particular month. Changes must be made with the School Age Director. Once a month starts, you can change status, but will be charged the contracted amount or in the case of switching to full time you may have an additional fee. Changes can be made for one month or for many months at a time provided we have the space available at your location.

### **Attendance Policy**

Children must be signed in and out daily by a parent or adult authorized by the parent in the childcare or School Age site. Please see any exceptions listed by specific program below.

It is imperative that we are notified if your child will not be attending the program on a scheduled date. Please notify us as soon as possible. When calling please state your first



and last name and your child's first and last name. Please notify the staff of any communicable illness your child may have as well.

**Child Care Center:**

Parents need to call the center if a child will not be in attendance and has not been previously notified. Please inform director of any extended absences, late arrivals, or change in normal pick up times. This information is helpful for planning purposes. Staff may be sent home or allowed to leave if children are absent.

**School Year School Age:**

If a child will not be in attendance on a scheduled day, parents should call the appropriate School Age location.

If children participate in activities outside of the childcare during operation hours, a School Age release or outside activities form must be completed by the parent. This form may include the following if a child will be arriving by bus to an afternoon program, leaving a morning program by bus, or walking to or from another non-YMCA School Age activity.

**Confidentialities**

All child records will be maintained to insure confidentiality of all personal information. Parents or persons authorized in writing by parents, may access children's records and reports upon written request to the director. Only other agencies legally authorized access will be allowed to review records. Staff and volunteers will maintain all information on a confidential basis. The director will share needed information about a child's special needs with teachers responsible for the child as appropriate.

**REPORTING PROCEDURES OF CHILD ABUSE**

*(Meets requirements of Chapter 48.981, Wis Stats, The Child Abuse and Neglect Act)*

When there is suspicion of child abuse or neglect, Protective Services must be notified immediately. The center will follow these reporting procedures:

1. Fill out an incident report with the facts and record it in the Medical Log.
2. Notify the School Age Director and/or the Child Care Director.
3. Director and/or teacher will immediately notify the County Social Services Department, Protective Services, as outlined in the Employee Handbook. This agency will conduct the investigation and give further instructions.
4. School Age Director and/or the Child Care Director will notify the YMCA Executive Director and State Licensing Specialist.

When the child has been suspected to have been abused or neglected and the parent/guardian is not involved, a decision will be made by the responsible YMCA executive as to how the child's parents/guardian will be notified of the report, i.e. the parent will be called or the incident report will be discussed at pick-up time. A report will always be

discussed personally with the parents by the Childcare Director, School Age Director and/or the coordinator.

In the event the reported incident involves an employed YMCA staff person or program volunteer, the responsible director, after consulting the YMCA executive director will suspend the person from all activities involving the supervision of children. Reassignment to administrative functions may be appropriate. When this is not desirable or possible, the employed staff will be suspended without pay until the person is cleared or allegations are proven. Once an employee is suspended, the issue will be discussed with and approved by the Human Resources department.

- Regardless of where or under what circumstances the alleged incident took place, if an employed staff person is involved, it will be considered as job related and affecting job performance.
- Reinstatement of a staff person or program volunteer will occur only after all allegations have been cleared to the satisfaction of the responsible executive and the investigating agency.
- All staff and volunteers will be sensitive to the need for confidentiality in the handling of information on this area and will be instructed to discuss matters pertaining to abuse or suspected abuse only with the appropriate YMCA director.
- Staff and volunteers may not contact children or parents involved in an alleged child abuse incident without the permission of the appropriate YMCA executive.
- All staff and volunteers will receive training on child abuse and neglect law, how to identify abuse and neglect and procedures for reporting prior to working with children. This training will be reinforced a minimum of once per year.
- If a staff person is directly involved in a child abuse incident then the center will report the incident to the Department of Health and Family Services, Division of Children and Family Services.

## **POLICY ON THE PREVENTION OF CHILD ABUSE**

We take the following steps to prevent abuse in our program:

- Parents are invited and encouraged to visit the program sites at any time and do not need to ask permission or make an appointment to do so.
- Parents will be informed on a regular basis about their child's program participation in a YMCA Child Care Center or School Age Program.
- Staff and volunteers providing direct care for children at child care centers will be identified by a badge/name tag that is familiar to the children and/or YMCA shirt.
- On-site visits to each program will be the responsibility of the administrative staff to insure that the program quality, standards and policies are being maintained. Written reports on these visits will be maintained at the YMCA.
- All staff and volunteers will receive an orientation which includes written materials explaining YMCA policies, procedures and regulations prior to their first day of work.

- All staff and volunteers will receive training on child abuse and neglect law, how to identify abuse and neglect and procedures for reporting prior to working with children. This training will be reinforced a minimum of once per year.
- Staff and volunteers are alert to the physical and emotional state of all children at each of the YMCA programs. When a sign of suspected child abuse is detected, Protective Services and the center or program director will be notified immediately.
- The YMCA will offer information on child abuse and assistance to parents and staff through workshops, counseling and use of printed and audiovisual resources as requested.
- Under no circumstances will YMCA staff release a child to anyone other than the authorized parents, guardians, or to an individual authorized by the parents in writing (including relatives of children.) Sign-in and sign-out logs will be maintained on a daily basis and kept on file at the YMCA. We will respect all court orders. We must have a copy of a court order on file in order to deny a parent the right to pick up or visit their child in the YMCA Child Care Programs.
- YMCA staff and volunteers will not verbally or emotionally abuse or punish children.
- YMCA staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.
- Staff training will include information about the signs of possible child abuse and the approved procedures for reporting the suspicion of abuse.

## **POLICY PROHIBITING REGISTERED SEX OFFENDERS**

Any person who supports the purpose of the YMCA may become a member of this organization in accordance with such supervision as may be established by the Board of Directors, and shall so continue to be a member unless the Board or its authorized agent concludes, in its sole discretion, that a member had failed to live up to the standards and commitments of being a member of the YMCA.

Since it is contrary to the mission of the YMCA to be a sex offender, the YMCA will deny or revoke a membership to such a person. A no tolerance stance will be taken on all sex offenders. Sex offenders are not allowed on the YMCA property including the child care center.

## **Children's Records**

Updating all information, including additional immunizations, changes in address, telephone number, or family situation, is the responsibility of the parent. All paperwork is due prior to child's start date unless otherwise indicated below. It may be required that paperwork be updated and/or reviewed annually.

Each child participating in a YMCA Child Care program will have a file which includes:

### **Child Care Center required forms:**

- **YMCA Child Care Fee and Schedule Agreement**

- **Health History and Emergency Care Plan**
- **Household Size-Income Record Food Program Form** – distributed annually
- **Day Care Immunization Record** Must be on file by the first day of attendance and must be updated as changes occur.
- **Child Care Enrollment Form**
- **Child Health Report** This form must be on file within 3 months of attendance for children 6 weeks to 5 years and needs to be updated according to licensing regulated guidelines.
- **Intake for child under 2 years** This form must be updated every three months. This form will be kept in the room where the teacher can have access to and will keep information current.
- **All About “\_\_\_” form for children over 2 years**
- **Safe Sleep Policy Form signed**(for children under age 1)
- **Formula Notification** (for children under age 1)
- **CACFP Enrollment form**

#### **School year school age :**

- **YMCA School Age Registration Form**
- **Health History and Emergency Care Plan**
- **Day Care Immunization Record** Must be on file by the first day of attendance and must be updated as changes occur.
- **School Age Release** or written authorization outlining any plan for School Age children to come to or leave the program from school, home or other activities unless the parent is signing the child in/out.

In addition to the above paperwork, any accident, incident, or other reports will be kept in a child’s file.

#### **Emergency Contact**

Every child must have an emergency contact on file with the YMCA. This must be another adult available if the parent is not. If one staff is in the center, then a second person will be available within 5 minutes.

#### **Children’s Personal Supplies**

Please do not send any toys, pets, candies, gum, or other personal belongings to the YMCA Child Care programs as they are easily broken, lost, or difficult to share with other children. The Y will not be responsible for broken or lost items brought from home.

#### **Child Care Center:**

For children ages 6 weeks – 6 years parents will need to provide (2) changes of clothing, and personal need items unless otherwise indicated. The YMCA will provide all supplies

and equipment for the center. Additional items are required for infants and toddlers. Parents will provide the diapers, wipes and separate bottle for each feeding for infants, toddlers and older children still in diapers. Swim suit, towel (swim diaper for children not potty trained) in a cloth bag for children three and up. Children must have appropriate clothing for outdoor play. Parents at Maritime site will need to provide crib sheets (6 weeks to 1 year) and 1 and up a child size sleeping bag.

We willingly adhere to parental requests for the use of individual attachment objects such as favorite blankets, stuffed animals or pacifiers. We realize the adjustment to the Center, rest time, and new situations create the need for extra comforting for a young child. If these items provide extra security, we are pleased to accommodate. Staff will work with the family to eliminate the use of pacifiers as the parents request no later than the age of 2 years. Blankets and other attachment objects may be limited to rest time. We ask that these items are taken home on Fridays or more often to be washed.

### **School Year School Age:**

Parents need to provide proper weather appropriate clothing to allow for outdoor play.

### **Parent Involvement and Communication**

Parents are invited to visit the programs anytime unannounced to observe their child, unless access is denied by a court order. Each site will publish monthly newsletters to keep parents informed on program operations. Teachers will post lesson plans with tentative timeline on the parent board or close to the door to insure parents are informed on classroom or site activities.

### **Partnership with Parents**

#### **Parent Orientation Meeting – Childcare Center Only**

The Center Director will go through a parent orientation before enrollment of a child. The success of a child's development depends on the cooperation between home and center. We invite all families to fully participate in programs. You will receive an assessment from your child's teachers two times a year (May & November) and have the opportunity to schedule a parent conference at that time or any time you feel necessary.

#### **Parent Involvement**

The Child Care centers host functions throughout the year for family involvement. The Manitowoc-Two Rivers YMCA believes that parent involvement is vital to the success of a child's program and subsequent development. Consequently, the relationship between staff and parents must be an integral part of providing an appropriate program for children. Staff demonstrates the value of this relationship by acknowledging:

- The influence of the parent on the developing child as the child's first teacher
- The importance of the family's goals for the child
- The lifestyle of each family and the unique styles of child rearing
- The unique beliefs and value system of each family

- The family's ethnic, cultural and religious background
- The desire of parents to learn about their children
- The pride parents take in their children and their children's accomplishments
- The value of the parental input and contribution to the program

### **Parent/Center Communications**

Communication forms the basis of any relationship. Our partnership with families is dependent on a sharing of information.

What the YMCA does to keep families informed:

- Staff meet and greet families at arrival and departure
- Post monthly/weekly plans, menus, newsletter, parenting tips, schedule, field trip/party notices, etc.
- Make available notices, tuition letters/receipts, accident reports, completed "projects", etc. in child's cubby or file folder.
- Have an open door policy – parents of registered children are welcome to visit anytime.
- Develop individual behavior/learning plans collaboratively with parents when necessary.
- Place and return phone calls

In addition, the childcare programs will do the following:

- Schedule parent/teacher conferences (twice a year)
- Provide written student assessments twice a year.(Childcare Center Only)
- Schedule parent and student orientation visits for new families.
- Coordinate parent visitation days.
- Hold at least two evening family functions per year.

How parents keep us informed and stay involved:

- Keep emergency information and phone numbers up to date
- Greet teacher at drop off and pickup
- Ask questions and share thoughts
- Call us or call and leave a message
- Volunteer to spend time at the programs
- Attend conferences and request more if you feel they would be helpful
- Complete and return the parent survey
- Read Family Handbook and ask about other resources
- Requests for changes in procedures involving the health, safety, or security of children must be in writing

### **Annual Parent Survey**

Annual parent surveys are used to validate program components that are meeting or exceeding expectations as well as to make annual recommendations that address any significant issues. This is a powerful tool for evaluation and action. Families are encouraged to complete the survey.

### **Pets**

If a pet or animal will make a visit to the classroom, parents will be asked to sign a notice that an animal will be in the center. No dogs or cats will be kept in YMCA centers. Pets will be treated and kept in a manner that protects the well-being of the child and animal. If a pet will be kept at the center a notice will be posted for all participants to see.

### **Medical Log**

Staff will maintain a medical log indicating all injuries, accidents and medications administered.

Serious behavior problems will be recorded on a behavior or incident report and placed in the child's file.

All accident, behavior and incident reports involving a child will be communicated to the parent by the YMCA staff and a signature will be requested.

### **Discharge of Enrolled Children**

#### **Withdrawal from Center at Parent's Request**

Your signature on the enrollment form verifies your agreement and understanding of the policies listed in this manual.

#### **Child Care Center:**

Written notice of intent to withdraw a child from the center must be submitted to the Childcare Director in writing no less than 2 weeks of the child's last day. Letters must include the child's last day of attendance. Parents will be billed for 2 weeks if proper notice is not given. Parents are responsible for tuition for two weeks after the notice is given, regardless of the child attending the YMCA Child Care Center during that time.

#### **School Year School Age:**

Written notice of intent to withdraw a child from the program must be submitted by the 1<sup>st</sup> of the month. Written notices may be emailed, faxed, or mailed to School Age Director. If notice is given after the 1<sup>st</sup>, the parent will be responsible for payment of that month regardless of the child's attendance. If the child's enrollment is cancelled for the school year and the parent wants to re-enroll their child, the registration fee will be charged. If no spot is available the child can be put on the waiting list.

### **Withdrawal from the Center at the Center's Request**

In the event that the parents/guardians and the staff are unable to come to a mutually satisfying course of action after identifying and processing a concern, the director reserves the right to cancel the enrollment of the child. The Y will give a 2 week written notice of our intent to discharge a child, and try to inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed

- Written notification prior to withdrawal is not required if the withdrawal is requested by the center.
- The YMCA reserves the right to withdraw a child from the program for any of the following reasons:
  - Non-payment of fees.
  - Repeated failure of parents to pick up the child on time.
  - Failure to provide the center with current medical information or forms as stipulated by the State Licensing Rules.
  - Chronic or disruptive behavior as discussed under the guidance policy.
  - The program is not contributing to the child's emotional/physical development.
  - Hostility by parents toward YMCA staff or volunteers.
  - Serious guidance problems as discussed under the guidance policy.

### **FEE/PAYMENT POLICY**

#### **ACCESS TO RECORDS**

Parents may request access to attendance or billing records for their child or children through the Childcare Director or School Age Director.

#### **CHILD CARE PROGRAM – Children 6 weeks to 6 years**

- There is a onetime per family non-refundable registration fee.
- Fees for the week are due by Friday at noon.
- Returned checks will result in a \$30.00 charge.
- Any family with past due fees must pay in full, including late fees, before the child can return. Slots may be given to other children if payment is not received.
- Multi-child discount of \$10.00 per week for families that have youth or family memberships and attend full weeks
- Parents can choose to have payments drafted from a bank account, drafted from a credit card or pay by cash or check. Payments are made at the YMCA Member Service Desk or dropped in the lock box located in the Childcare Center lobby.

#### **SCHOOL YEAR SCHOOL AGE PROGRAM**

- School Age fees are payable in advance monthly during the September-June school year. Credits are not given for days off school. Children may register for 3,4,5 days per week. Fees are established based on schedule, not attendance. This is a flat monthly fee with no credit given for time off, holidays, vacations or illness.



- Parents can choose to have payments drafted from a bank account monthly, drafted from a credit card or pay by cash or check. Payments can be dropped off at the YMCA or mailed to the YMCA P.O.Box 471, Manitowoc, WI 54221. Payments are not accepted at the school sites.
- There is an annual registration fee per family.
- All families need to have the month paid in full in order to secure placement for the following month. Past due fees must pay in full before the child can return. Slots may be given to other children if payment is not received.
- Returned checks will result in a \$30.00 charge.
- Payments are due by the 1<sup>st</sup> of the month . Credit card and bank drafts are drafted on the 1st of the month.

## STATE ASSISTANCE

The Manitowoc-Two Rivers YMCA accepts payments and assistance from the State of Wisconsin that is administered on the MyWICChildCare EBT Card. Parents are responsible for securing this assistance and ensuring that authorization is in place. Parents are responsible for making sure authorizations are kept up to date.

**Child Care Participants** You will need to make your monthly childcare allotment transfer by the first Friday of each month, we will calculate your weekly co-payment and give you a statement. Co-payments are the responsibility of the parents; your account must be at a zero balance by the last Friday of each month in order for you to continue to receive care the following week. Contact Program director for more in-depth directions.

**School Age Participants:** You will need to make your monthly transfer by the first Friday of each month, we will calculate your monthly co-payment and send a statement to the school. Co-payments are the responsibility of the parents and your account must be at a zero balance by the last Friday of the month. If you are signed up for auto withdrawal or credit card charge, this will take place the third Friday of the month. *No transfer of funds for the month of June.*

## PAST DUE ACCOUNTS

Any past due accounts will be put on financial hold at the YMCA limiting participants and families to membership and program registration. Past due accounts are also subject to be turned over to a collection agency. Families will be notified in advance of past due accounts and possible future limitations and handling of accounts.

## LATE PICK-UP POLICY

- If you are running late, please call us in advance so we can plan appropriate staffing and reassure your child.
- Staff is scheduled to work until 6:00 p.m. A fee of \$25.00 will be charged per child for pickups after 6:00pm.
- Chronic late pick-ups will be grounds for dismissal.

- If your child is not picked up by 6:30 p.m. and the staff has not had contact with parent/guardian/emergency contacts, they will be turned over to the proper authorities. Both police and the Department of Health and Family Services will be notified.

## **ABSENCE POLICY**

It is imperative that we are notified if your child will not be attending the program on a normally scheduled date. Please notify us as soon as possible. When calling please state your first and last name and your child's first and last name. Please notify the staff of any communicable illness your child may have as well.

### **Child Care Center:**

Parents need to call by 9:00am if a child will not be in attendance. Please inform teachers of any extended absences, late arrivals or change in normal pick up times. This information is helpful for planning purposes. Staff may be sent home or allowed to leave if children are absent.

### **School Year School Age :**

If a child will not be in attendance on a scheduled day, parents should call the appropriate School Age location.

## **VACATION POLICY**

**Child Care:** There are designated weeks of the year that the center is open but does not charge tuition, all other weeks will be charged your contracted amount regardless of attendance.

**SCHOOL AGE:** Flat monthly fee Sept-May. No credit is given when school is closed. These closings have been considered in the overall fee structure.

## **EDUCATION AND DEVELOPMENT POLICY**

The Mission of the YMCA is used as a guide to all education and teaching components. We believe in using Christian principles as a guide. We do not incorporate specific religious teachings into our curriculum. The Christian values of caring, honesty, respect and responsibility are used as a guide for staff and referenced and taught to the children.

### **Holiday Celebrations**

All centers will celebrate most holidays. These celebrations will help children understand and appreciate various cultures and beliefs. We encourage families to share their holiday traditions with us so that we can learn about other cultures and beliefs. Parents with concerns may address these issues with the teachers or directors.

### **Outdoor Play**

All full service Child Care centers will provide outdoor play space for children. School Age programs will utilize school playgrounds for large muscle development and physical activities. All children will take advantage of outdoor activities weather permitting daily.

Outdoor play is a regular daily activity in which all children are expected to participate. If your child is not feeling well enough to play outdoors, please consider keeping the child home. All staff are expected to be outdoors when the group is participating in outdoor activities. The staff will determine the length of time spent outdoors based on the weather conditions and children's interest. The National Weather Service temperature and wind-chill chart will be used to determine whether the exposure risks are too great. Children will have opportunities to play outdoors when the temperature is no higher than 97 degrees Fahrenheit and no less than 0 degrees Fahrenheit for children 2 years and older. Children under 2 years will not play outdoors when wind chill temperatures are less than 20 degrees Fahrenheit.

## **Program Activities**

YMCA program activities will provide each infant, toddler, preschool and school age child with experiences to encourage several areas of development, including large/small motor, creative, social, intellectual and cognitive opportunities.

### **Self-Esteem and Positive Self-Image Development**

- Maintain staff and child interactions which are warm, nurturing and compassionate. Primary care giving is provided by one or two consistent staff members who lead the group every day.
- Provide materials which help the child's progress and challenge the child's Developmental level.
- Encourage each child to develop his/her own independence and problem-solving skills through the use of classroom materials and experience.
- Maintain a daily routine which is consistent and predictable.
- Plan activities that are consistent with the child's development, interests, experiences, ethnicity and cultural backgrounds. Cultural diversity will be evident in programs, supplies, snacks and meals.
- Use positive communication between adult and child, and child and child.
- Stress importance of process, not product, and that each child is valued for individual achievements.
- Allow children time to transition from activity to activity. Children will not be required to wait long in lines between activities. When possible staff will give warnings that we will be switching to a new activity to allow for children to finish the activity they are involved with.

### **Social Interaction**

- Through creative play experiences.
- Through group time.
- Through interaction at the meal table.
- Through community programs and field trips set up to provide social interaction with outside sources when possible.
- Through planned family activities
- Through teacher-directed planned activities.

- Through music, song and finger play.

### **Self-Expression and Communication Skills**

- Group story time where children participate.
- Acting out stories and plays.
- Readily available tapes and books.
- Show and Tell.
- Creative play experiences.
- Teacher-directed activities.

### **Creative Expression**

- Readily available access to creative art materials and creative play equipment.
- Opportunities to use constructive toys.
- Exposure to the fine arts.
- Use of community resources.

### **Large/Small Muscle Development**

- Large muscle development is enhanced through using climbing apparatus and playground equipment, and through participation in group activities and classes at the YMCA.
- Children will receive the opportunity to participate in a mix of aerobic, muscle strengthening, and bone strengthening activities for at least 30 minutes in part day programs, and 60 minutes in full day programs.
- Small muscle development is enhanced through the use of puzzles, beads, finger plays, etc.

### **Character Development:**

- Children will be exposed to a variety of activities, projects and role modeling that reinforce positive values. The YMCA will implement a character development program that emphasizes caring, respect, responsibility and honesty.

## **Program Schedule**

The YMCA Child Care and School Age program schedules are planned and may include a variety of the following activities. Tentative timeframes will be posted in the classroom at the YMCA Child Care Centers. A schedule will be posted on the parent board near the sign in/out book for School Age programs.

### **Large Group Activities**

Children are encouraged to interact in a large group, take turns, participate themselves and allow others to participate with them.

### **Small Group Activities**

Children are assisted in developing particular skills such as cutting, tracing, balancing, hand-eye coordination, color identification, etc.

### **Story Time**

Children are exposed to age-appropriate literature and are encouraged to use their imagination, to build vocabulary and to develop listening skills.

**Meal Time**

Children will be encouraged to learn group cooperation, language development, social interaction and good nutrition and to try a variety of different foods. Child Care Centers age two and up and school age programs a family style of dining is used.

**Rest**

Children under 5 years in child care for more than 4 hours will be given an opportunity to nap or rest. If a child does not sleep after 30 minutes of rest they will be allowed to get up and have quiet activities.

**Clean Up**

Children are encouraged to participate in the care of their environment.

**Physical Activity**

All children are encouraged to be physically active every day.

**School Age:**

The School Age will offer 30 minutes of instructor led physical activity AM & PM at each site daily.

**Field Trips**

Parents will be given a field trip permission slip identifying mode of transportation, date, times and locations of field trips with at least one week notice. All staff attend field trips and, therefore, all children enrolled in the program for a field trip day will need to attend the field trip or the parent will need to make alternate arrangements. In the event of a serious injury, 911 will be called first. Parents, guardians or emergency contacts will be notified as soon as possible. Emergency procedures will be taken on all field trips. These procedures are available upon request.

**Walking field trips**

The fee and schedule agreement has a blanket permission slip to be used when the program will take walking field trips. Some sites are in locations where it is easy to take a walking field trip. This will cover any date the staff chooses to walk the children to the specified location. When taking a walking trip, we will leave a sign for parents with directions to the location and follow the transportation procedures. Sight and sound supervision will be maintained at all times

**Outside of Center Activities****Childcare Center:**

The Childcare Center offers group swimming lessons and gymnastics for classrooms age two and up. The Childcare teachers will take the entire classroom to the activity. If a child will not be able to participate in an activity for medical reasons, the child will attend the program and will be allowed alternate activities on the sideline.

**School Age Care:**

Children may go to and from outside activities including, but not limited to, sports programs, band, scouts, clubs. An Alternate release form is available at each site. This

sheet indicates the dates, times, activity that the child will attend and must be filled out and signed by the parent and returned to the teacher on site.

## **Wading Pools and Swimming Pools**

Childcare Center:

A wading pool on premises may be used. The water will be changed after every use and the pool will be disinfected before and after every use. Supervision and staff to child ratio requirements will be met during the use of the wading pool.

Swimming lessons are offered to our three & four year old classrooms. Staff will help dress children and walk them safely to the pool deck where they will be met by YMCA Aquatic Staff to lead them in swimming lessons. Child Care Center staff will remain in the pool area at all times to assist with toileting and other needs of the children. After lessons are over staff will gather children and help them change back into clothing. Staff will get them safely back to the Child Care Center.

## **Additional Infant/Toddler Programming**

- Children will receive individualized care and will be allowed to follow their own schedules. This schedule will simulate as much as possible that of the home. Parents and teachers will communicate daily.
- Teachers will provide language development and other learning experiences for babies during normal routines, such as eating and diapering.
- Infants and toddlers will be provided with a variety of safe toys. Play will be emphasized as a learning and growth experience.
- All children will receive physical contact and attention including being held, rocked, talked to and sung to.
- Soft music may be used during hours of center operation.
- Children will be given opportunities to go outdoors each day using strollers, weather permitting.
- Daily communication with parents will ensure the child's schedule is as consistent as possible with that of the home.
- Sudden Infant Death Syndrome (SIDS) policy states that to give the children the very best care, every infant under the age of one will be placed to sleep on his/her back on a firm fitting mattress. Unless, a doctor specifies the need for a positioning device that restricts movement within the child's crib, one will not be used. When infants can easily turn over, they shall be put down to sleep on their backs, but allowed to adopt whatever position they prefer.
- We have breastfeeding friendly centers with trained staff to support your breast feeding needs: we will provide space for mothers to breastfeed or express milk,

refrigerator/freezer space to store breast milk, educational material for families on breastfeeding. Yearly professional development for staff.

## **Curriculum**

The YMCA uses the Creative curriculum. Programs will vary to meet the individual needs of the respective children and to reflect the creativity of our teachers. Our Curriculum is aligned with the Wisconsin Model Early Learning Standards.

Daily opportunities to play and interact to develop social skills, self-control, and confidence, will be provided. Children learn best through play. By choosing their own play materials, children learn how to make decisions and take responsibility. Teachers support this by setting up the classroom environment and providing materials and activities to foster learning in all areas of development. The day is a blend of "child choice" and "teacher led" experiences. Music, art, read-aloud stories, and speaking and listening are integrated into each session.

The YMCA puts an emphasis on health and wellbeing by promoting physical activity and good nutrition. The Y in collaboration with YMCA of the USA has incorporated the HEPA (Healthy Eating and Physical Activity Standards) into our program.

### **Child Care Center:**

"Curriculum" for young children is based on child development and the needs and interests of the children engaged in the program. We use the Creative Curriculum, which is aligned with the Wisconsin Model Early Learning Standards. It is a developmentally appropriate preschool curriculum which includes strong parent and family involvement and promotes growth and learning in all areas of development including the following: physical/motor, social-emotional, communication/language, cognition/general knowledge, and "approaches to learning" – attitudes, habits, and learning styles.

### **School Year :**

School Age programs put an emphasis on offering activities that are in line with the mission of the YMCA and stress the importance of an active, healthy lifestyle. Curriculum is designed by site staff in collaboration with the School Age Directors. Age appropriate activities are provided to promote growth and learning in all areas. Literacy and STEM activities are encouraged at every site.

## **GUIDANCE POLICY**

The goal of the YMCA is to guide children in becoming cooperative, happy and responsible participants through positive, non-threatening teaching techniques involving problem solving, communication and negotiation skills.

- Guidance shall not damage the child's self-image or embarrass the children involved. Whenever possible, limits will be displayed and reinforced through active listening: i.e., messages, giving information, contingencies, making choices.
- Children's safety will be a component of room arrangement.
- Environmental room arrangements and setting of limits shall be carried out to help each child learn self-control, make correct choices, identify feelings and develop a healthy understanding and respect of feelings for others.
- Guidance shall be ongoing throughout the day in all activities in which children participate. The classroom environment will establish room limits which will be posted for all to follow.
- Room arrangement shall consist of preset limits in each area to enable children to recognize a problem in advance and determine what is expected of them in case of overcrowding in an area.
- Children will use the art of communication and negotiation in settling any dispute that arise between them. Caregivers will be in close proximity to encourage children, and to use active listening to help facilitate negotiation skills.
- Daily schedules and weekly lesson plans will be posted inside all classrooms and will be followed to provide consistency and to help children thrive and build their bond of trust with caregivers.

#### Guiding Children's Behaviors:

- Communicate to the child what needs to be done at that moment
- Redirect the child's attention or activity by using positive language
- Give a reason for your rule
- Give limited tasks and be specific in your request
- Acknowledge children's feelings, but set limits
- Help children see how their actions affect others
- Help children to use words to communicate their feelings
- Acknowledge positive behaviors

#### Child Care Center:

The purpose of guidance for young children is to teach coping skills and discourage inappropriate behavior. "Time out" is not a first choice, but a last resort technique for a child who is harming another or in danger of harming him or herself. Used infrequently and for very brief periods of time (no longer than two to three minutes), timeout may give a child the opportunity to calm down and cool off after a frustrating situation. Time outs will not be used for children under the age of 3.

The early years are a time for children to develop confidence and self control. When adults create environments that respect each individual child, they set forth a message that the world is a warm, friendly learning place. Positive discipline techniques that combine caring



and direction are a part of this healthy environment. Adults should look for meaningful ways to show children why harmful and aggressive acts are unacceptable.

### Appropriate Ways to Handle a Child's Behavior

All staff working directly with children under 5 will complete a Shaken Baby Prevention Training that will cover the following:

If a child is crying and is inconsolable:

- Remember crying is not your fault
- Help the child make the transition into sleep by using soothing, comforting, rhythmic activity (try a swing or bouncy seat)
- Try a bottle but do not overfeed, as this causes more discomfort
- Try changing the child's diaper
- Ask co-workers to assist if the situation becomes overwhelming or call the Early Childhood Director or Assistant Director

### The Following Factors Shall Contribute to Guidance:

**Modeling by Caregivers:** Demonstrate calm demeanor, politeness and gentleness with children through actions and tone of voice.

**Classroom Environment:** Provide optimal space for children to become involved in both group and solitary play. Classroom will be arranged in specific areas, each with set limits and visually accessible to caregivers.

**Meeting with Parents or Other Professionals:** Parents and other professionals may be aware of a child's needs and behaviors. To offer the best care it is important to collaborate to offer consistency and education to teacher's about a child.

**Planned Activities:** Provide optimal amount of activities to keep each child involved at his/her developmental level.

**Related Curriculum:** Involve interpersonal relationships of children and siblings, identifying feelings and developing a positive self-image along with self-control, politeness, respect and safety.

**Ongoing Evaluation:** Examine daily routine and evaluate transitional activities with the intent of accommodating the needs of all children.

**Redirection:** Awareness of the classroom climate indicating potential misbehavior. Be informed of family situations, talking privately with children and families involved, and provide guidance. Give choices, and encourage communication and negotiation skills between children.

**Setting Clear Limits:** Discussion with children on what is expected and what is considered appropriate behavior. Safety and respect for others are the main concerns.

**Development of Children's Self-Image:** In order to make guidance a learning experience and enhance the child's self-esteem, the caregivers will:

- Employ the above factors.

- Allow children to express their feelings by providing acceptable avenues: physical activities, discussion and group activities, and communication.
- Allow children to express their feelings by learning words to identify feelings, increasing their vocabulary and showing that all people have emotions and must use self-control.

**Prohibited Treatment:** Caregivers who punish children in a manner prohibited by licensing will be counseled, which may lead to suspension or discharge without benefits. Children shall not be subjected to the following treatment:

- Spanking, hitting or other corporal punishment.
- Verbal abuse or derogatory remarks.
- Tying, binding, or confining.
- Withholding or forcing food or naps.
- Punishment for lapses in toilet training.

**Serious Guidance Problems:** A serious guidance problem is defined as one in which a child is continually hampering the flow of the program in one of the following manners:

- Requiring constant one-on-one attention.
- Inflicting physical or emotional harm of self or other children.
- Physically abusing caregivers or using profane language.
- Inability to conform to the guidelines of the program.

## **Chronic or Disruptive Behavior**

A child becomes problematic when his/her behavior becomes chronic and disruptive. Behavior difficulties usually become manageable with cooperative effort between staff, parents and the child. In the event that the parents and staff are unable to come to a mutually satisfying course of action, the Child Care Director or School Age Director reserve the right to ask the parents to find alternative childcare arrangements. The staff will work with the parents through:

1. Observation and documentation of behavioral problems.
2. Parents/staff conferences to identify possible behavior modification programs.
3. Possible communication with school professionals.
4. Referrals to outside resources such as doctors or counselors.
5. Withdrawal from the center (see discharge policy).

The YMCA Child Care Programs have a responsibility to protect the safety of all children as well as that of volunteers and staff. Therefore, when a child engages in persistent unacceptable behavior (e.g. serious guidance problems or chronic or disruptive behavior) the following procedure will be followed:

- Staff will observe and record the behavior of the child and the staff response to the behavior. This may be done through incident reports or behavior reports.
- Staff will work with the parents and other professionals (if necessary) to develop a plan to address the unacceptable behavior.

- Meetings will be coordinated with parents, child, staff and program directors.
- If the unacceptable behavior persists in spite of the use of the plan, the child may be suspended or terminated from the program.

## **Biting**

Biting will often occur in the infant and toddler rooms. This happens periodically in even the best child care programs and is an unavoidable consequence of group care. When it happens it can be scary, frustrating, and very stressful for children, parents and teachers. It is not something to blame on the children, parents, or teachers and unfortunately there are no quick or easy solutions.

Here is what we do to try to extinguish biting behavior:

- Teachers model appropriate language behaviors: i.e. sharing, turn-taking, gentle touches, soft voices, etc. Teachers notice and positively comment to children when the children show positive and appropriate interactions with one another.
- When a child is bitten, we avoid any immediate response that reinforces the biting, including negative attention. The teacher describes the event and/or emotions of the incident to the children ("Amy, you wanted to use the truck but Sam still had it. You got upset when you could not play with it). The teacher simply yet firmly states the rule/limit ("Amy it is not okay to bite people. Biting your friends hurts them.") and offers the child an appropriate alternative. (Why don't we go play with this car until Sam is finished with the truck?). The teacher facilitates the ensuing interaction; helping the children use their words, resolve their conflict and/or move on to other activities.
- Staff examines the context of biting incidents and look for patterns. Was there crowding, over stimulation, too few toys, too much waiting, other frustrations: Does the child who bites other children frequently get attention and positive reinforcement for appropriate behavior? Does the child who is bitten receive too much attention for being the "victim?"
- We work with children who bite to help them develop communication skills which enable them to resolve frustrations or conflicts in a positive manner.
- We work with the children who are bitten frequently to help them develop communication and interaction skills, which may prevent them from getting bitten.
- We may change the room arrangement, change the materials on the shelves, introduce "biting toys" (toys which are okay to bite), add more staff and/or meet with parents of "biters" and "victims" to help reduce frustrations or stresses in the parents' and children's experiences.

Some things to keep in mind:

- The name of a child who has bitten or who has been bitten is not released in order to respect the child and family's confidentiality. It serves no useful purpose and can make an already stressful situation more difficult.

- Biting is a developmentally appropriate infant/toddler phenomenon. A child who bites other people is not on the path towards being a discipline problem. This behavior is not the fault of the parents or the teachers. Learning not to bite is part of the socialization process.
- **Delayed punishment does not work.** Infants and toddlers do not connect an event of one time of the day to be a consequence of an event, activity or action of an earlier time of the day. Young children's understanding of cause and effect is very short-term oriented. Rather than correlating their parents' disapproval to the biting incident, a child may associate the disapproval with his or her current action. This can be very confusing to the child. Teachers address the biting incident when it happens and assist the children in appropriate alternatives at that time. We discourage parents from punishing or reprimanding their child later in the day/evening for a biting incident which occurred at the Center.

## CONTINGENCY PLANS

There will always be a second person available in buildings or within 5 minutes when only one childcare staff is on site. This may include school personnel and/or other departmental staff. Each school age program and childcare classroom has an Emergency Kit.

A list of emergency numbers is located at each site, posted in each childcare classroom and in every emergency kit. The emergency kit will be taken by program staff when not in the normal program space (outside, field trips, etc.)

In the event of an emergency situation staff will have all emergency cards and health history forms with them for the children in care at the time of the emergency. The attendance sheet will also be in possession.

The following are brief descriptions of emergency responses.

### Emergency Procedures

**Fire** - Fire drills occur monthly. Upon hearing the fire alarms sound, staff will immediately exit the building with **ALL** children. The center has an evacuation plan posted near each classroom door. School Age will have evacuation routes posted on each parent board.

**Tornado** - The director and teachers will monitor threatening weather conditions. In case of danger and/or a tornado warning, staff and children will seek shelter in the designated area. Older children will be positioned with backs against the wall, head down and hands over their heads. Staff will place infants in their laps and shield them with their arms. We will remain in the designated area until the threat of a tornado has passed. Drills are performed monthly from April-October.

**Winter Storm** - When the Center is open and weather situations appear serious, the Child Care Director, School Age Director, and/or Executive Director of the YMCA will monitor weather reports and conditions. If the Center needs to close, the Center staff will call the parents and notify you of our early closing. Monitor the radio and television channels

(WCUB 980am, WOMT 1240am, WQTC 102fm etc.) and YMCA website for any closing or late opening announcements. If we need to close before the center opens, we will make the decision before 6:00am, and notify the radio and television channels. School Age Programs are closed when school is cancelled.

**Safety** - Monthly safety drills will be practiced with the children and recorded on the Licensing form posted by the Child Care License.

### **Injury to a child**

If an injury should occur, a staff member will administer first aid procedures. If the injury is life threatening or requires further medical attention, **911** will be called and the Director will be contacted immediately. If an injury is severe or is a head injury of any kind, first aid procedures will be initiated and again the Director contacted. A staff member will then attempt to contact the child's parent/guardian or emergency contact person.

If they cannot be reached and the child needs to be taken to the clinic/hospital, the following procedures will be followed:

- 911 will be called and the child will be transported to the hospital in an ambulance.
- The child's file will be obtained before transporting and the child will be accompanied to the hospital/clinic with a staff member.
- A staff member will keep trying to contact the parent/guardian or emergency contact person.
- A staff person will stay with the child at the clinic/hospital until the parent/guardian arrives.
- An accident report form will be completed for parent's signature.

If an injury is minor and not a head injury, an accident report will be completed and parents will be given information when they pick up the child.

### **Ingestion of Poison**

In the unlikely event that a child ingests a poison, staff will immediately call the **Wisconsin Poison Center (800-815-8855)** or **(911)** and follow their recommendations for action. The Director will immediately be contacted along with the parent/guardian.

### **Child Stops Breathing**

In the event that a child stops breathing, staff will:

Initiate life saving **CPR** procedures

Call **911** for emergency care

Continue **CPR** until medical help arrives and takes over

**Missing Child** in the event of a missing child all available staff members will spend a reasonable amount of time (approx. 5 min) searching for the child. If the child is not found within the 5 min the Manitowoc Police Department will be notified. Parents will be notified. All available staff will assist in the search process.

## **SAFE SUPERVISION**

The well-being of all children enrolled in YMCA Childcare is of primary importance. The responsibility of the provider is to see that the child is safely supervised. Staff will ask for identification when the person picking up is not familiar to the teacher. Anyone picking up a child should be prepared to show identification at the request of the YMCA staff at any time.

- Staff should know at all times how many children are assigned to their group.
- Routine headcounts should be taken.
- Children must be signed in and out by a parent daily using the sign in/out computer or log sheet . During the school year on school days, a child will be signed in by a parent in the morning program and out by a parent in the afternoon program.
- If staff is not familiar or does not recognize a person picking up a child, the staff should ask for identification. This identification should be compared to the list of persons who are authorized by the parent to pick up. If person is not authorized follow instructions below.

### **Releasing Children:**

- At enrollment time, the person completing registration will indicate on the enrollment form and the emergency card the persons allowed to pick up their child.
- If there is shared custody by parents, the center is legally bound to respect the wishes of the parent with legal custody. Directors may request a certified copy of the most recent court order to be kept on file. As the child's caregiver, it should be available.
- If there is no court order, the center will not accept responsibility for deciding which parent has legal custody. The parent completing the registration materials will be responsible.
- The center may tell the enrolling parent that the center will not be able to care for the child unless both parents are in agreement as to who is allowed to pick the child up and at what times.

### **Adult Suspected to be Under the Influence:**

If the child care provider feels the adult in question is not in a condition to be driving, the following options are available:

- Tell the adult you are not comfortable releasing the child to them.
- Call other authorized adult to pick the child up.
- Parent pays for a cab.
- Call 911 if the adult is aggressive or threatening.
- Discontinue care of the child if the situation happens repeatedly

### **Releasing a Child to an Unauthorized Person:**

- Staff must follow any court orders on file that dictate legal custody of a child.

- If an unauthorized person attempts to pick up a child, the staff will call the custodial parent.
- If parent authorizes pick up the child may be released and the incident should be documented and kept in the child's file.
- If the parent does not authorize pick up then the staff should notify the adult of this.
- If adult is aggressive, threatening, or takes the child, call 911.
- If the person attempting to pick up a child is not on the authorization list, unfamiliar to the YMCA staff, and the parents cannot be contacted, the police will be called immediately.

## **YMCA HEALTH CARE POLICIES**

### **Observation for Illness or Injury**

- Each child upon arrival shall be greeted by the teacher and shall be observed for symptoms of illness. If the child is found to have any signs of an illness—fever of 101° or higher, vomiting, etc.—the child shall be sent home immediately with the parent. If the parent has already left the center, the teacher shall notify the parents, or, if they are unavailable, the emergency contact person.
- If a child becomes ill at the center, a parent will be contacted and asked to take the child home. The child will be isolated within sight and hearing of the adult and provided with a mat for comfort until the parent arrives. If the parent cannot be reached, the staff will call the emergency contact person listed on the child's enrollment form.
- If a child has no fever or other overt symptoms of illness, but displays significant behavior changes and is clearly uncomfortable and unable to participate in the activities, the child will be sent home. The program director has the authority to make the final decision.
- Any evidence of unusual bruises, contusions, lacerations, or burns found during the informal health check shall be noted on the child's record and reported immediately to the director of the center. A report will be filled out by the staff member observing the child. Should there be reasonable cause to suspect child abuse or neglect, the center would follow the procedures listed under the section for reporting of child abuse. Please refer to that section for more information.

### **Exclusions for Illness**

Along with the parents our illness policy is intended to keep outbreaks of illness to a minimum. Our sick child policy is based on Health department guidelines. Certain symptoms in children may suggest the presence of a communicable disease. Children who have symptoms listed below should be excluded from the child care setting until:

1. A health care provider notes the child can return to the program without danger to himself or other children and staff.
2. The symptoms have been gone for 24 hours.

3. The child is well enough to participate fully in the childcare's daily routine.

If a child has any of the following signs and symptoms of illness, they should be sent home from childcare. If the symptoms are severe or persist, parents should contact their private source of medical care.

*Appearance/Behavior*

Child looks or acts differently than usual: unusually tired, pale, loss of appetite, confused, irritable, difficult to awaken plus has under the arm temperature of 101 degrees F or above.

*Diarrhea*

Three diaper changes in a row of watery stools. For potty trained children very watery stools at least twice as frequent as usual. Children will be sent home only if the cause of diarrheas is unexplainable. Please let your teacher know if your child has had immunizations or is on a medication that may cause diarrhea.

*Eye/Nose Drainage*

Red or pink appearing eyes/thick mucus or pus draining from the eye or nose.

*Fever*

Any child with a temperature of 101 degrees F or above is considered to have a significant fever. Children should not return to childcare until they have been fever free for 24 hours.

*Respiratory Symptoms*

Difficult or rapid breathing, severe cough, high-pitched croupy, wheezing or whooping sound after cough.

*Skin Problems*

Undiagnosed skin rashes are possibly contagious. Be alert to rashes or sores with crusty, yellow or green drainage. Rashes with fevers can be serious and need to be discussed with the child's health care provider.

*Sore Throat/Earache*

Sore throat and/or difficulty swallowing, especially when fever or swollen glands in the neck are present.

*Unusual color*

Eyes or skin – yellow (jaundice)

Stool – gray or white

Urine – dark, tea colored

*Nausea/vomiting*

Vomiting within the previous 24 hours.

Diarrhea, vomiting, undiagnosed rashes, fever, pallor, irritability, excessive sleepiness and change of behavior are signs of illness that must be noted. Parents will be notified when a child has a sign or symptom requiring exclusion from the facility as described below:

- The illness prevents the child from participating comfortably in facility activities
- The illness requires more care than the child care staff can provide without compromising the health and safety of the other children or



- The child has any of the following conditions:
- Temperature under the arm of 101 degrees F or greater, accompanied by behavior changes or other signs or symptoms of illness.
- Signs or symptoms of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing or wheezing)
- Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper.
- Vomiting illness: vomiting in the previous 24 hours.
- Rash or fever or behavior change.
- Identified disease that requires exclusion.

When a child is sent home, it is recommended that the child remain home for at least 24 hours. The child may return to the center when the symptoms of illness disappear and the child is able to participate in the regularly planned activities. Parents are advised to arrange a plan for backup care when the child is ill.

If parents cannot be reached, the emergency contact will be called. A parent/legal guardian or authorized designee should pick up the child within an hour. If the child's condition warrants immediate medical attention, 911 will be called.

### **Communicable Disease**

- When a child is suspected of having a communicable disease, the parent or emergency contact will be called.
- When a diagnosis of a communicable disease is made, parents and staff are notified. Staff will post a notice for other parents in the center.
- The child shall remain out of the center until all symptoms are gone. The child's doctor will provide incubation period recommendations.
- The Wisconsin Communicable Disease Chart will be used to determine appropriate incubation period.
- The YMCA will make reports to the Health Department as required.

### **Medical Log**

- Staff will maintain a medical log indicating all injuries, accidents and medications administered.
- Serious behavior problems will be recorded on an incident report and placed in the child's file. Parents will be notified by the YMCA incident reports. This form requires a parent signature.
- The medical log will be reviewed every six months by the program director.
- All accident reports are reviewed by the Director.

## **Medication**

The center staff will administer any medications, if the following guidelines are met:

- The medication is in its original container and clearly labeled with the child's name. All medications administered will be recorded in the medical log.
- Prescription medicines must have the following information on the container: child's name, name of drug, dosage, directions for administering, date prescribed, and the physician's name.
- Parents must fill out and sign a Medication Authorization form, which gives our staff permission and full instructions for administering the medicine. The form must include specific dates the medication shall be administered. "As needed" is not an appropriate or acceptable time frame.
- Bug spray/wipes, sunscreen, and diaper cream are defined as medications. Parents shall indicate when these items should be used and can have a medication form on file for no longer than 6 months. Indicate the brand and ingredient strength on form. These items do not need to be recorded in the medical log book. These authorizations need to be reviewed every six months.
- Be sure all medications are given directly to a staff member.
- Medications will be placed in a secure location out of the reach of the children. Medication that requires refrigeration will be kept in a separate container labeled medication within the refrigerator.
- When sending medication for infants, be sure to provide the measuring device necessary for the dosage to be given.
- Tylenol and other over-the-counter drugs will only be administered according to label dosage, parent and physician authorizations. These medications must be taken home after the medication authorization dates expire no more than seven days.
- Missed medicine dosages or other problems related to medication will be communicated to the parents immediately.
- Medications must be taken home after the medication authorization dates expire.
- Authorizations for medications such as inhalers, epi-pens, and/or nebulizers must indicate the conditions or symptoms a child must have in order to administer these items. These authorizations time frame should be determined based on how often the child sees the doctor to reevaluate the child for the condition

## **Childcare Center:**

### **SIDS Policy**

**Sudden Infant Death Syndrome (SIDS) is the "sudden death of an infant under the age of one. State Licensing as well as the American Academy of Pediatrics state that infant's be placed to sleep on their backs, in their own crib, with nothing in the crib other than a fitted sheet covering a tightly fitting mattress.**

In order to comply with this licensing rule the Manitowoc Two Rivers YMCA's Child Care programs have implemented the following Safe Sleep Policy:

Mandatory Safe Sleep Practices:

1. All Child Care staff working in the infant room will receive training on the Safe Sleep Policy and SIDS risk reduction.
2. Unless an infant has a sleep position waiver signed by their physician specifying otherwise, they will be positioned on their back for sleeping
- 3. No additional item; such as pillows, blankets or toys will be allowed in the infants crib.**
4. If extra warmth is needed, "SLEEP SACK" may be used. Parents may bring this in as an alternative to blankets.
4. When infants are able to roll back and forth from front to back, the infant will be placed on their back for sleep and allowed to assume a preferred sleep position.
5. Awake infants will have supervised "tummy time" several times daily. This will help strengthen their muscles and develop normally
- 6. Infants may use a pacifier. It may not be attached to the child's clothing by a string, cord or other attaching mechanism that might be a strangulation risk while in the bed.**

**Note:** All parents/guardians of infants (children under the age of one year) cared for in this facility will receive a written copy of this Safe Sleep Policy.

### **Personal Cleanliness**

- Children's hands will be washed with soap and water before eating and after toileting. Hands and faces will be washed after meals/snacks. Children under 3 years old will be assisted in all toileting procedures. Infants will be washed with individual wipes.
- The staff wear plastic gloves during diapering and application of ointments.
- Everyone working with children will wash their hands with soap and warm running water before handling and after assisting with toileting or diapering changing.
- Everyone working with children will wash their hands with soap and warm running water before and after food handling. Gloves will be worn when staff are serving food and/or when direct contact with food is made.
- If individual comb or toothbrushes are kept at the center, they will be stored in a sanitary condition. They will not be shared.
- Cups and eating utensils will not be shared without proper washing between use.
- Wet or soiled clothing shall be changed promptly. Parents are responsible for providing 2 complete changes of appropriate clothing that is labeled and kept at the center. For school age children, if extra clothing is not readily available parents will be notified to bring extra clothes or to pick up their child.
- Disposable wipes, diapers, etc. will be used rather than cloth, unless parent requests otherwise.

- Staff will wear gloves when changing diapers and will dispose these gloves in foot-activated garbage containers also used for disposing of diapers.

## **Toileting**

**Diapers:** Parents of children who wear diapers are responsible for having an adequate supply at the center. Staff will notify parents when the supply is running low. Either cloth or disposable diapers may be used. If cloth diapers are used, parents must supply a plastic bag or covered diaper pail and take the diapers home **daily** for washing. Staff will not rinse out diapers at the center. Children are checked and/or changed approximately every 2-3 hours. Older children in diapers may not need to be changed as often as younger children. If you want staff to apply diapering ointment, please label the ointment with your child's full name and provide the information to the child's teacher on the intake form. Parent must also complete a medication form to have on file for no longer than 6 months. Individual disposable wipes are used for washing bottoms. Staff will wash hands before and after diapering each child. Plastic gloves will be used when changing diapers. They will be disposed of after one use in a foot activated garbage container used for diapers.

**Toilet Training:** As soon as you and your child are ready to begin toilet training, let the center know. A cooperative effort between home and the center is most effective. The center will do its best to accommodate the requests of parents. For the first couple of weeks, continue to send diapers in addition to three extra sets of clothing.

Children learning to use the toilet at the center are taken to the bathroom at least once an hour. Toilet training can be a difficult time for children and so it is handled sensitively, with patience, praise and positive reinforcement. Any suggestions that you can give the center with regards to your child's individual needs are much appreciated.

**Preschool Toileting:** Staff assists children in learning the habits of personal hygiene. Independence and development of self-help skills are encouraged. All soiled clothing will be wrapped in a plastic bag for transporting home.

### **Developing Positive Attitudes:**

In keeping with our educational goals for the development of positive self-concept, the center staff helps supply children with the correct anatomical names of all body parts. Questions are answered in an age-appropriate and matter-of-fact way.

### **Childcare Center:**

Children in the center share bathrooms. As children develop, they may seek increased privacy. This typically happens around the age of 4. Staff are sensitive to the individual needs of children who develop sooner or later than expected. Each child will be treated as an individual person.

## **Sanitation**

All cleaning chemicals and supplies will be kept out of the reach of children. Toilet rooms and fixtures will be in sanitary condition at all times. Soaps, toilet paper, disposable towels, and waste paper containers will be provided by the center.

Furnishings, toys, cots, and mats shall be washed or cleaned when they become soiled. Eating surfaces will be sanitized before and after each use.

Child Care Center:

Toys are cleaned on a regular basis. A schedule of cleaning procedures is kept in each room. As a general guideline the cleaning procedures are as follows:

Infant to age two classrooms wash and sanitize toys and equipment daily.

Two year olds to preschool classrooms clean toys and equipment on a nightly rotation.

Floors are mopped daily. Carpets are vacuumed nightly. Carpets and rugs are on a cleaning/washing schedule.

## **ACCIDENT PROCEDURES**

### **All Accidents**

Any accident no matter how minor or major must be documented immediately. Please follow these procedures. Following these procedures allows for communication with the parents about an injury and prevents accusations that staff are neglectful.

1. If an injury is witnessed or reported to the staff by a child or other person immediately first aid should be administered.
2. The next immediate step is to complete an accident report. This needs to be presented to the parent at the time of pick up or if a more serious accident then it should be reported immediately verbally to the parent by phone. Any injury to the head is considered a serious injury and parents need to be notified immediately. A head injury is defined as any injury above the neck.
3. The accident should then be documented in the medical log.
4. The accident report then needs to be signed by the parent. (School Age: If an accident happens in the AM, the staff should call the parent and report that it happened and that a report was completed and will need to be signed the next time the child is in the program.)
5. If the accident happens when a parent is present then an accident report must still be completed. Indicate that the parent was present at time of accident and have them sign the report.

6. If it is possible in any way that the injury could result in professional medical attention, follow the below instructions.
7. School Age: Two copies will be filled out, one goes to the parent and one is filed in the child paperwork file. Child Care: Turn in accident report to the Childcare Director.

**Accident Reports that result in Professional Medical Attention:**

Examples but not limited to: Broken arms, stitches, concussions, burns, ingestion of poison, etc.

1. Onsite staff administers first aid and determines whether to call 911.
2. Staff notifies parent immediately or emergency contact.
3. Staff completes an accident report and has parent sign when the child is picked up.
4. Accident report is turned into the Child Care Director or the School Age Director immediately. If the staff are unsure if medical attention will be sought then the accident report should be turned in immediately anyways and inform the people named above if the parent informs them of any professional medical attention.
5. If a parent notifies staff after an injury has occurred that they sought professional medical attention, then the staff need to notify directors listed above and a report will be made to the department within 48 hours of the notification by the parent.
6. The Child Care Director or the School Age Director will fax or scan and email the accident report to the State Licenser, within 48 hours of the accident.
7. The original accident report is given to the Childcare Director who will review with the Executive Director and determine if it needs to be sent to the YMCA insurance company.
8. The Childcare Director or the School Age Director is responsible for making copies for the site and for the file here at the YMCA. If the parent requests a copy then we will either mail it or give it to the site for the parent to keep.

**Examples of things to record on an accident report:**

Always complete an accident report even if there is no visible injury.

1. Any injury that happens while the child is in our care.
2. Any injury caused by another child. For example, if a child hits another child complete an accident report for the child who was hit.
3. If a child is hit with a flying ball.
4. If a child comes to you and reports any sort of injury.
5. If a child comes to the program with a visible mark or injury. Document that the child came to the program whether before school or after school with the injury or mark. Without accusation, ask the parent/guardian what happened and document what the parent says. If you are concerned about the mark or injury being abuse related, please document and contact the School Age Director.

### **Source for Emergency Medical Care**

When medical care is required, the YMCA staff will notify 911 who will dispatch and ambulance. If there is no preference on the child's paperwork of a medical facility then the ambulance service will make the decision on what hospital facility the child will be taken to.

### **Sharing information on a child's special health needs with everyone responsible to care for the child**

Staff will be made aware of special health needs of children. Communication by parents is important so that staff can meet the child's needs appropriately. The following is a list of ways communication of these needs can happen:

- Meetings between parents and program staff
- Meetings authorized by parents with other professionals who have information to share about a child's needs.
- Completion by the parents and reading by the staff of the Health History and Emergency Care Plan.
- All known allergies will be posted where visible to staff.
- Directors will communicate with program staff.

## **YMCA GENERAL NUTRITION POLICY**

### **Nutrition**

The Child Care serves breakfast, lunch and an afternoon snack daily. Meal and snack times are a valuable opportunity for children to develop table manners, a taste for a variety of foods and positive social skills through interaction with a small group.

Meals are served family style for Children 2 years and up.

\*Staff members do eat with the children and each child is encouraged to try all the food that is served.

\*State nutrition guidelines are followed and menus are posted in each classroom and in the kitchen. Any menu changes will be posted.

\*Special diets will be served upon the written instruction of either a child's doctor or his or her parent.

\*Food allergies will be posted in each child's classroom and in the kitchen.

\*Food will never be withheld or force-fed, nor will it be used as a reward.

\*Infants and toddlers are fed on his or her own feeding schedule. Food and formula brought from home is labeled with the child's name, the date and is refrigerated if needed. Procedures for heating formula, milk and food are posted near the microwave. Left over formula is discarded after each feeding

## **Nondiscrimination statement with Complaint Filing Procedure (December 2015 Revision)**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture      Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW    Washington, D.C. 20250-9410;
- (2)      Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **Menu Planning**

**Childcare Center:**

Breakfast, lunch and snack are planned on a six week rotation and prepared by a cook on site. Menus are posted in each classroom.

**School Year School Age:**

Menus are planned on a Month to month basis. Menus are posted at each location.

### **Meal Routines**

- Children's food will be served individually with the staff sitting with the children at tables and chairs appropriate for children's ages.
- Meals will be served family style (2 & up) with time for socialization.
- Children will be encouraged to serve themselves when possible.
- Food will not be withheld or force-fed.
- Food will not be used as a reward.
- All children will wash their hands before and after eating.



- Children will be allowed transition time before and after meals to avoid standing in line and to help develop eating routines.
- Children will eat with the group they are with throughout the day. Maximum group size will not exceed licensing ratio guidelines.

### **Meals Provided by the Programs**

The YMCA Child Care Programs participate in the Child and Adult Care Food Program (CACFP) which is a federally funded program administered by the United States Department of Agriculture (USDA). The program provides reimbursements, which helps the center provide children with nutritious well balanced meals. Menus are prepared under the guidelines set forth by the USDA food program.

All snacks and meals comply with the USDA CACFP guidelines for serving sizes, food preparation, storage, and services and served "family style". The family style environment helps enhance self-help skills along with social skills. All fruit and vegetable servings are ¼ and ½ cup depending on age. Water is available to children at all times.

Due to their regulations a signed dietary statement provided by the child's physician is required if children have a food allergy for which menu substitutions are necessary. Food allergies are posted in the classroom and the kitchen.

"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 Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

### **Drinking Water**

Water will be available during the day and at every meal.

### **Special Diet Needs and Allergies**

- Children's specific needs and allergies are listed on the Health History and Emergency Care Plan form and must be posted. Enrollment forms are accessible to the staff and are reviewed and updated annually by the parents.
- Parents may provide meals and snacks for children requiring specialty menus such as vegetarian or kosher if the center menu is not meeting the needs of the family
- Due to USDA regulations a signed dietary statement provided by the child's physician is required if children have a food allergy for which menu substitutions are necessary. Food allergies are posted in the classroom and the kitchen. With a medical statement on file the YMCA will provide the meal substitutions.

## Safe Food Practices

1. Storage of Perishable Foods
  - Continuously maintained at safety temperatures of 40° F or below or 150°F or above except during necessary periods of preparation and service.
  - Cold storage facility shall be maintained at 40° F or lower if a refrigerator or 0°F for a freezer
  - Each cold storage facility shall be equipped with a clearly visible accurate thermometer.
  - Food shall be covered during storage under refrigeration.
3. Storage of Non-Perishable Foods
  - Foods will be stored in clean, dry, ventilated and in lighted storerooms or areas.
  - Foods shall be stored in metal, glass or food grade plastic containers with tight fitting covers and shall be labeled.
  - Food shall be stored at least eight inches above the floor in basement storage areas and above the floor in other than basement areas in order to provide air circulation and facilitate cleaning.
  - Food shall be stored in such a manner as to prevent contamination by sewage, waste water backflow, condensation, leakage, or vermin.
4. Sanitation
  - Staff and YMCA and school maintenance staff are responsible for carrying out sanitation practices.
  - Eating surfaces will be washed before and after each use.
  - All cleaning chemicals and supplies will be kept out of the reach of children.

## Infant Feeding Policies

- To meet CACFP requirements this center will provide formula and other foods for infants. The center will notify each parent about the iron-fortified formula that the center provides through the first year. You may decide to bring your own formula and other infant foods that meet the CACFP Infant Meal Pattern requirements. The center will claim reimbursement for your infant's meals when a meal contains only breast milk or infant formula, regardless of whom supplies the formula. As always, the center will introduce semi-solid foods to your infant in respect of the decision made by you and your baby's doctor. Nursing mothers are always welcome.
- Parents will provide enough bottles for the child along with a schedule to indicate the time that the child eats. Parents are responsible for taking bottles to and from the center each day to be washed at home. All bottles and milk containers must be labeled with the child's full name. Milk containers must be dated. The center will rinse each bottle or milk container after use.
- The center will provide breakfast, lunch, and afternoon snack.
- Infant seats, high chairs, low tables and chairs will be provided for the children.
- Babies who are unable to hold their own bottles will be held for bottle feeding.
- The center will have a supply of spoons and cups for the children to use.

### **Solid Foods**

- The YMCA will provide solid foods each day.
- Children are provided with some finger foods that encourages self feeding. The center also uses spoons, bowls, and cups that are easily handled by the children.
- Parents and staff will work together to introduce solid foods. Children are started on jarred baby food and will transition to table food as they are developmentally ready. The goal is by age 11 months to have a child completing eating table food with the exception of infant cereal, which is a required component of the food program until 12 months of age.

### **Parent Communication**

- Parents will receive a chart which includes a record of the child's food intake on a daily basis. These forms are available for all staff to refer to during the day.

### **TRANSPORTATION PROCEDURES**

The YMCA uses contracted bus services for field trips only. The YMCA maintains a certificate of liability insurance for the bus carrier. All buses have alarms.

#### **Field Trip Transportation**

1. Before leaving on the field trip, be sure that the Childcare Director has a list of all children on the field trip.
2. Before getting on the bus: Count all children and compare with that day's sign in sheet. Make sure you have emergency cards, sign-ins and accountability cards for all children along with the first aid kit and cell phone if applicable.
3. Once children are on the bus: Count children again. Children should be seated and quiet at all times.
4. When exiting the bus: A staff member must exit last and check all seats for children and belongings.
5. When everyone is off the bus: Before the driver leaves, count all children again.

#### **Walking Transportation**

1. Before leaving on the field trip, be sure that the Childcare Director has a list of all children on the field trip.
2. Before leaving: Count all children and compare with that day's sign in sheet. Make sure you have emergency cards, sign-ins and accountability cards for all children along with the first aid kit and cell phone if applicable.
3. While walking: One staff person leads the group, one walks at the end, and all other staff are spaced out in between. Children walk in an organized fashion along the side of the road or on sidewalks when available.
4. Upon arrival: Count all children and compare with accountability cards.

### **School to Site Transportation**

This transportation is the responsibility of the parent or school district. Children arriving to a program by bus or other means must have on file the Alternate Release/Arrival Form. The following is the procedure for staff to receive children when they come to or are leaving the YMCA program.

1. Sign children in on the sign-in sheet as they get off of the bus.
2. If children that should be there are not there, follow the procedure to contact parents/school personnel to make sure the child is safe.

### **ORIENTATION OF NEW STAFF AND VOLUNTEERS**

Following is the procedure for employment at the YMCA and within childcare programs at YMCA.

1. Candidates are interviewed by the program director.
2. Requirements of qualifications are reviewed at the interview to ensure qualification for positions.
3. Background check is completed.
4. Once the candidate is offered the position they follow the below hiring procedures prior to working their first shift:
5. Attend the Orientation that includes the following components.  
Initial Human Resource legally required and YMCA required paperwork along with The YMCA Employee Handbook being reviewed and signed off on.
6. Attend a department specific (school age or childcare center) orientation. This orientation includes review of the following:
  - i. Job description
  - ii. Review of YMCA School Age and Child Care Center Employee Handbook
  - iii. Licensing Orientation Checklist
  - iv. Childcare licensing and department specific paperwork is completed
  - v. Licensing rules
  - vi. Center policies
  - vii. Emergency Procedures
  - viii. First Aid Procedures
  - ix. Training on childhood illnesses and other universal health care policies
  - x. Schedule of activities
  - xi. Review of child abuse and neglect laws
  - xii. Supervision expectations
  - xiii. Transportation policies
  - xiv. Child management techniques
  - xv. Sharing information about children's needs
  - xvi. Sudden Infant Death Syndrome (SIDS) reduction strategies (for infant programs)
    - a. Attend an onsite orientation of their specific site location.
    - . A Checklist of items covered is included in this process.

