



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

# YMCA of Pawtucket Inc. School Age Childcare

Updated December 2022

## **Section 1: GENERAL INFORMATION**

### **INTRODUCTION**

The YMCA of Pawtucket strives to provide a quality childcare program that is affordable, safe, and accessible to the greatest number of families in an effort to strengthen our community. Many parents in today's modern world are working or furthering their education. These parents need assurance that their children are receiving quality care and proper supervision. The YMCA's School Age Childcare Programs allows children to be supervised by trained staff while enjoying social, physical, and cultural interactions with their peers. Our programs provide a supportive environment in which children have the freedom to be creative and grow into a happy, healthy individuals. The program has a mix of activities that are structured by staff through lesson planning and activities that are decided by the children. Children are offered a variety of age-appropriate activities which include active group games, STEM, arts and crafts, homework help, free choice, quiet games, reading, and special projects. Nutritious snacks and meals are provided at the appropriate times.

We know that we cannot provide quality care unless it takes place within the context of the family. Together we can make an excellent team. We hope to make the transition into our program easy and comfortable for you and your child. We look forward to working with you throughout your child's stay with us.

### **OUR MISSION STATEMENT**

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

### **OUR PHILOSOPHY**

We believe that children should realize their potential and self-worth. As part of the YMCA of Pawtucket, we are concerned with the individual child's feelings and attitudes in the various stages of development. Our programs provide Children with a challenging and pleasant environment that includes doing, thinking, exploring, and discovering.

We feel the relationship between parents and staff is very important. This relationship is built through daily verbal and written communication, monthly newsletters, parent information boards, and various opportunities for family involvement.

The following goals are specific to the YMCA

- To support and strengthen the ties that bonds families.
- To help children develop to their fullest potential.
- To deliver the program in a positive YMCA environment of safety, support, and care.
- To strengthen our community.

Specifically, our mission is to provide services and activities which help people regardless of age, sex, race, or religion to develop in spirit, mind and body; to recognize and fulfill their responsibilities to the family, the community and to each other; and to improve their health and lifestyle.

## **CHILDREN'S RIGHTS**

Staff are responsible for ensuring that children enrolled in our program:

- Have a safe and reliable environment free of hazards.
- Have use of all fully functional equipment and space on an equal basis.
- Have their ideas and feelings respected.
- Have discipline that is fair, equal, and respectful to them.
- Have the opportunity to express their anger, frustration, disappointment, joy, etc. in an appropriate manner.
- Have activities that allow participants to express their creative ability, explore and discover, while developing to their fullest potential.
- Have an environment that offers a variety of choices.
- Have the right to voice their opinion on the rules and have input on the activities offered.
- Are treated with caring, respect, honesty, and responsibility.
- Have the right not to be bullied.

**Bullying is intentional aggressive behavior that happens repeatedly over time and is more than an isolated incident.** It can take the form of physical or verbal harassment and involves an imbalance of power (a group of children can gang up on a victim or someone who is physically bigger or more aggressive can intimidate someone else, for instance). Bullying behavior can include teasing or insulting someone (particularly about their weight, height, race, sexuality, religion or other personal traits), shoving, hitting, excluding someone, or gossiping about someone. Bullying can cause a victim to feel upset, afraid, ashamed, embarrassed, and anxious about going to school. It can involve children of any age. Bullying behavior is frequently repeated unless there is intervention. Any bullying incidents will involve intervention from staff and be dealt with on a case-by-case basis.

## **ENVIRONMENT**

Children are encouraged to explore their own world throughout our programs through a variety of developmentally appropriate activities. We also recognize that environment is not just space, it is also the atmosphere. At the Pawtucket YMCA we strive to create a safe, stimulating, interesting, and nurturing space for all children who come to our program.

## **THE STAFF**

We believe the success of the program lies in the quality of our staff. Each member is carefully selected based on his or her experience, education, character, talents, and interpersonal skills. All staff come together for orientations, trainings, and regular meetings to discuss program goals, emergency procedures, curriculum planning, and collaborate as a team.

All staff meet strictly enforced state and Department of Human Services (DHS) licensing standards. Additionally, each staff member must pass reference checks, fingerprinting, criminal record checks, and state screening. The YMCA provides various trainings for staff such as Child Abuse Prevention and Detection, Behavior Management, Curriculum Development, Food Safety and Handling, and CPR and First Aid. Staff also receives at least 24 hours of training annually to meet DHS guidelines.

The YMCA of Pawtucket, Inc.'s management starts with a community led volunteer Board of Directors. This is something that YMCA of Pawtucket, Inc. has had in place since it's incorporation in 1893. The director of this program also receives support from a management team consisting of the Branch Executive, Director of Childcare, and Directors from other licensed sites.

Centers also have unannounced visits by members of the management team and by the licensor from DHS.

Parents are invited to give opinions at any time. They are also surveyed regularly on all aspects of the program in which they have entrusted their children.

### **EQUAL OPPORTUNITY AND NON-DISCRIMINATION**

The Pawtucket YMCA programs admit children of any race, and extend to all the rights, privileges, programs and activities generally accorded or made available to all children and families at the YMCA. The YMCA does not discriminate on the basis of race in administration of its educational policies, athletics and other childcare administered projects. The YMCA's policies are to provide membership opportunities to all people regardless of religion, race, sex, marital status, disability, cultural heritage, political beliefs, national origin, or sexual orientation.

### **LICENSING AGENCY**

All YMCA of Pawtucket programs are licensed by the Department of Human Services (DHS) and are mandated to uphold all of the rules and regulations pertaining to childcare licensing.

## ***Section 2: GETTING STARTED***

### **ENROLLMENT PROCEDURES**

The YMCA strives to make enrollment easy for today's parents. Your child's childcare and education are one of the most important choices you will ever make. Our enrollment process is designed to allow you time to visit, ask questions and observe the program.

### **ENROLLMENT**

Once the decision to enroll has been made, the enrollment packet must be filled out completely. Your registration cannot be processed without all information filled out and fees paid. Enrollment into the program is a commitment to the childcare slot while enrolled. Childcare applications must be turned in at the main office of your branch on or before the Wednesday prior to the Monday you wish to start. A \$35 non-refundable processing fee (\$50 Family max), Application, Medical Information, Payment Agreement, and Federal Food program (at some programs) must be complete or your registration will not be processed.

## **CONFIDENTIALITY OF RECORDS**

All information contained in your child's records is privileged and confidential and cannot be released without your written consent. Authorization representatives from the Department of Human Services and the Department of Education have the right and responsibility to review all records upon request. Children's records are kept on file at the YMCA for three years.

## **OPEN DOOR POLICY**

The YMCA practices an open-door policy. Parents are welcome to visit the program at any time it is in operation. Parents will be accompanied by the site coordinator or the childcare director when entering the program space.

## **SUPERVISION OF CHILDREN**

Children are always under the direct supervision of childcare staff. Designated staff supervise all aspects of the program. All childcare programs meet or exceed recommended DHS ratios of 1 adult for every 13 children.

## **ITEMS FROM HOME**

We request that you limit items from home as personal toys and electronics can cause problems. Children will be asked to keep these items (including cellphones) in their backpacks throughout the duration of the program. **The YMCA is not responsible for lost, stolen, damaged, or traded items.**

## ***Section 3: TUITION & ATTENDANCE POLICIES***

### **FINANCIAL AID**

Financial aid is available to eligible families upon request and is based upon household size and income or emergency needs. Applications for financial aid are available at all program sites and at the YMCA office. Another way we try to keep childcare affordable is to give a 15% discount on childcare fees for the second and any additional child of the same family enrolled in full time childcare program. Part time programs are **not** discounted. Financial assistance is applied to the youngest child's tuition.

### **MEMBERSHIP**

Family and youth memberships give the family or youth discounted rates on all programs offered by The YMCA of Pawtucket including childcare rates.

### **PAYMENT**

All childcare payments are made using our automatic drafting system. Fees can be deducted from Visa or MasterCard accounts. All information will be kept confidential. Your account will be debited early Friday morning for the following week's payment.

### **TERMINATION FOR NON-PAYMENT**

Consistent payment return is sufficient cause for termination of services. If service is terminated by the center for non-payment, the YMCA of Pawtucket, Inc. will pursue collection of the full amount due. A family with an outstanding balance will not be permitted to enroll in any YMCA program until that balance is paid. Two consecutive non-payments will result in the loss of childcare until that balance is paid in full.

## **LATE PICK-UP PENALTY**

If your child has not been picked up by the close of day a late fee will be assessed. On the 3<sup>RD</sup> late pick-up, parents will be asked to secure alternative childcare arrangements. All late pick-ups are logged. It is your obligation to call the center and notify us of any emergency situations. If we do not receive a call after a half an hour of closing, the local Police Department will be contacted, they will in turn notify the Department of Human Services.

Late fees are assessed on a **per child** basis at \$2.00 per minute per child.

## **ALCOHOL & DRUG POLICY**

The YMCA reserves the right to determine whether an authorized person may not be competent to take a child home without placing the child at risk. In the rare event that an authorized person arrives under the influence of alcohol or any other substance, the YMCA has established these policies:

- Child will not be released to the individual
- The Y **will** contact the local police and report the incident
- The Y **will** contact DHS (RI-CHILD) and report the incident

The YMCA reserves the right to deny services to anyone who abuses this policy.

## **ABSENCE**

When your child is going to be absent, please call your site and leave a message of child's absence. If your child has a contagious illness, let us know at the earliest possible time, we need to alert the staff and parents. **You are obligated to pay your weekly rates regardless of whether your child attends a full week.**

## **HOLIDAYS**

The YMCA of Pawtucket, Inc childcare programs are closed on the following holidays: Labor Day, Columbus Day, Thanksgiving Day, The Day after Thanksgiving (replacing Veterans Day), Christmas Day\*, New Years Day\* Martin Luther King Day, Memorial Day, Independence Day, & Victory Day

\* indicates a 2:00p.m. Closing on the eve of the holiday (Christmas Eve and New Year's Eve) if the holiday falls on a weekday.

## **VACATION REQUESTS**

Parents must inform the staff of any week-long vacation request in writing two weeks prior to the vacation. You are allowed 2 weeks a year where you will be not be charged your weekly fee for childcare. Any additional time, you will be required to pay the normal fees. December, and April school vacations are optional and available at a different rate.

## **EMERGENCY CLOSING**

In the event of an emergency that could jeopardize the health and/or safety of your child, the program may take action to close. We will try to remain open if at all possible. However, if the emergency warrants closing due to bad weather, state of emergency,

etc., we will have no alternative but to close. In that event, we will contact parents and you should also check the Channel 10 or Channel 12 website for closing information. You may also sign up [www.ribroadcasters.com](http://www.ribroadcasters.com) and a text will be sent directly to your phone. We will also try to contact you by phone as soon as a closing is decided. Information will also be posted on our Facebook page and the YMCA of Pawtucket App.

### **HALF DAYS/SCHOOLS CLOSING (NON-HOLIDAY)**

All school age childcare programs follow the local public school calendar. If the public schools have a non-holiday closing or a half-day, the YMCA will provide the extra childcare at no additional charge.

### **SNOW POLICY**

We will make every effort to accommodate parents if school is cancelled by **attempting** to open at the Main Branches. (Transportation will not be provided). Please call prior to arriving at the site, do not assume that we will be open. Parents should check the Channel 10 or Channel 12 website for closing information. You may also sign up [www.ribroadcasters.com](http://www.ribroadcasters.com) and a text will be sent directly to your phone. In the event of severe weather, program staff will notify parents of building closure. Our YMCA of Pawtucket mobile app will be updated throughout the school year to reflect closures.

### **DELAY OF START TIME**

If schools are delayed our school site programs please refer to your site-specific plan.

### **CANCELLATION OF AFTERSCHOOL ACTIVITIES**

If after school activities are cancelled while the children are in school, the afterschool childcare sites will be open however we ask families to get to the site as soon as possible for the safety of their child and our staff.

### **EARLY DISMISSAL DUE TO WEATHER**

If school is let out early the school will also be closed for afterschool programs. Children must follow the alternate transportation plan as designed in your registration packet.

### **WITHDRAWAL FROM PROGRAM**

A **two-week written notice** is needed when withdrawing your child from the program. Failure to do so may result in payments due for two weeks of care. If you chose to return to the program at any time, a \$35 registration fee will be charged. Any children asked to leave the program due to behavior problems will be given a one-week notice when possible.

## ***Section 4 HEALTH AND SAFETY***

### **CHILD CARE CENTER REGULATIONS DURING A DECLARED PANDEMIC**

In the event that a national state of emergency is declared in relation to a pandemic, the DHS may require Child Care Centers to follow certain health and safety protocols based on recommendations from the Centers for Disease Control (CDC) and/or the Rhode Island Department of Health (RIDOH) including, but not limited to:

- Providers may be required to immediately contact DHS Child Care Licensing and RIDOH if the provider, the assistant, or any member of the staff has been instructed to isolate or quarantine due to having contracted or been exposed to the virus that caused the declared pandemic, in order to assess the need for creating an alternate care plan. DHS may revoke a child care license for failure to report an instruction to isolate or quarantine due to contracted illness or exposure to the virus that caused the declared pandemic.
- Cloth face coverings may be required to be worn in accordance with CDC recommendations, RIDOH recommendations, and/or Rhode Island Executive Orders.
- Providers may be required to have an isolation room or area that can be used to isolate a sick child, in accordance with their child illness policy.
- Providers may be required to self-attest for common symptoms of the virus that caused the declared pandemic and ensure that prior to entering the program, all individuals attest to common symptoms of the virus that caused the declared pandemic. Individuals with symptoms may not be allowed to enter the program.
- Child Care Centers may be required to maintain stable groups while still in adherence to staff/child ratios and licensed capacity.

In the event that a national state of emergency is declared in relation to a pandemic, communication will be given to providers via email or alternative means, to ensure they understand that at that time, the Regulations as set forth in §1.8(O) of this Part are effective and will be monitored.

Providers shall communicate changes in licensing standards that are made in response to the declared pandemic to the families they serve.

### **BEHAVIOR MANAGEMENT POLICY**

At the YMCA, we believe in teaching our children to use words instead of hands by allowing children to solve their own problems, providing teacher assistance when needed. The staff use a behavior management style that is consistent with helping the children develop control of their own behavior through guidance and support in a warm and caring way. Staff encourage continuous social skill development. YMCA staff receive training on different methods and the various developmental levels and expectations for your child's age group.

Guidance and discipline will always be developmentally appropriate and based on an understanding of the individual needs of each child. Whenever possible, children will be allowed to resolve conflicts and find solutions themselves. A staff member will intervene when necessary. Staff use the following behavior management tools: clarifying expectations, redirections, reinforcing positive behavior, individual or group problem solving, offering choices, and relocation. When these are ineffective and the behavior puts any child or staff at risk, the staff will seek the help of the Director. A meeting is then set with the Director and the parent to discuss the difficult behaviors. Referrals may be recommended at this time for help. Should this behavior continue, a suspension from the program will be considered. Termination from the program will be used at the discretion of the Director. All reasonable efforts will be made by the Director to help the parent find alternative care.



## **DISRUPTIVE AND AGGRESSIVE BEHAVIOR POLICY**

For the purpose of this Disruptive and Aggressive Behavior Plan Policy, aggressive and disruptive behavior is, but not limited to: hitting, pushing, biting, throwing of classroom objects, pinching, spitting or any behavior that is continually a disruption to the other children and interferes with instructional time. The following sequence of events will take place following excessive or severity of any of these actions named above:

1. Teachers will document each event.
2. A conference will be scheduled with the family of the child, the classroom teacher(s) and the director of the program. A plan of action will be established to help the child become successful in the classroom. If the plan is not successful a second meeting will be scheduled to revise the plan.
3. If the second plan is not successful the final course of action will be removal of the children from the program for the safety of the child, other children in the program and the staff. This will only occur after all other avenues have been explore, including help from experts in the field and extensive efforts to find special resources and supports
4. Referral to the local special education department may occur with parental consent.

The YMCA of Pawtucket is committed to maintaining an environment that is safe, non-threatening, and conducive to overall well-being. It is essential that all members of the community – staff, parents/guardians, students, and participants – work together to achieve this. Threatening, intimidating, hazing, and abuse of any kind (including verbal, emotional, physical, or via electronic means) is not tolerated. Instances of these could result in disciplinary action, up to and including emergency dismissal from programming. We all have a responsibility—and play a pivotal role—in ensuring a positive environment that is welcoming and safe for all. Our core values of caring, honesty, respect, and responsibility guide everything we do.

### **BEHAVIOR ISSUES ON THE BUS:**

For those children riding on our Y bus to and from school. Children must follow the bus expectations:

- Remain seated with seat belts fastened at all times
- Refrain from loud or disruptive behavior that may distract the bus driver
- Keep all body parts and personal objects inside the bus
- Be respectful to all passengers and staff members

Failure to follow the above expectations will result in the following consequences:

1<sup>st</sup> offense—verbal warning

2<sup>nd</sup> offense—Write up; parent informed

3<sup>rd</sup> offense—Write up; parent conference

4<sup>th</sup> offense—Suspension for one day

5<sup>th</sup> offense—dismissed from the bus

### **HEALTH RECORDS**

All children must have an up-to-date medical form on file signed by a physician. All children must be up to date on all immunization according to the recommendations of the American Academy of Pediatrics, and the Center for Disease Control of the United Stated Public Health Service, and the Academy of Family Practice.

## **NO SMOKING POLICY**

There is no smoking permitted in any of our childcare facilities.

## **BABYSITTING POLICY**

It is the policy of the YMCA of Pawtucket, Inc that YMCA staff may not provide babysitting duties for any members or participants of the YMCA at any time.

## **SNACKS/Meals**

Kids thrive when their physical, cognitive, and social-emotional development is nurtured. By creating more healthy choices, the Y's Healthy Eating Physical Activity (HEPA) Standards lay the foundation for a positive youth development journey.

### **Beverages**

- Our programs serve water during snack time.
- Sugar-sweetened beverages from home are not allowed.

### **Grains**

- When serving grains like bread, cereals and crackers at least half of these items will list whole grains as the first ingredient.

### **Trans Fat**

- Our program never serves food with greater than 0 trans-fat, as indicated on the nutrition facts label

### **Fruits and Vegetables**

- We will provide a fruit or vegetable a minimum of 2 times per week for snack, if available.
- In addition programs that provide lunch or dinner will have a fruit and vegetable served daily.

### **Outside Food**

- We ask that you follow our guidelines when bringing in food into our program. This includes not bringing in sugar sweetened drinks, unhealthy breakfast during drop off or sending your child with unhealthy snacks.

### **Family Engagement**

- Our YMCA will provide family engagement newsletters monthly that include a physical activity or healthy eating component for your family.

### **Physical Activity**

- Physical activity will be offered for a minimum of 30 minutes a day for half day programs (under 4 hours) and 60 minutes per day for full day programs (Over 4 hours).
- Weather permitting, children will be outside. Proper attire should be worn for all conditions.

## Screen Time and Electronic Usage

- Our programs encourage children to work on relationship building and to be social. This is an obstacle when children use electronics (TV/movies, video games, iPod etc.) As such we limit screen time and the use of personal electronics in our programs.
- For those children that need to use the computer for homework assistance staff will monitor their time to ensure that it is for educational purposes only.

## ILLNESS

We recognize the problems of parents who have a sick child and must go to work. Yet, the safety and health of all the children is our main concern. Parents must arrange for alternative care for days when their child cannot attend because of illness. Parents are called if their child needs a doctor's attention, is contagious, or in need of prolonged individual attention from staff.

Your child must be excluded from childcare if in the last 24 hours he/she has a fever, vomiting, diarrhea, or any other contagious conditions. If your child is sent home with any of the above, your child may not attend childcare the next day. They must wait 24 hours before returning to the center. Whenever your child has experienced any of the following symptoms within the previous 24-hour period, you will be expected to make other childcare arrangements for the comfort of your child and the health of the other children in the center.

- Fever of 101—Children sent home with a fever in the middle of the day may not return to the center until they have been fever free for a full 24-hour period.
- Vomiting/Diarrhea—Stomach viruses are contagious. A child who is vomiting or has diarrhea should remain at home until the vomiting or diarrhea has stopped and the child can keep food and liquids down for a 24-hour period.
- If a child has a contagious condition of any kind, including but not limited to: strep throat, flu, respiratory infection, conjunctivitis, infectious rash, hepatitis, chicken pox, measles, mumps, scabies, impetigo, etc., that child will not be allowed to attend until all symptoms have cleared.

If your child has the symptoms of a contagious disease such as chicken pox, hand and mouth, pink eye, impetigo, strep throat etc, your child must be seen by a health care provider and cannot return to school without a note from the health provider saying he/she is not contagious any longer.

## MEDICATION

Medication can be administered to the children when delivered to the center by the parent. All medications must be in the original labeled containers with both the child's name and doctor's name. In order to give the child any medications or prescriptions the parent must give written authorization and consent by signing a release form and medication tracking form. In addition to providing a note from a licensed medical doctor with specific administration requirements. **We cannot administer medication without a physician's signature.** This form will include parent signature, date, time

to be given, amount to be given, name of medication as well as any other specific instructions as to the administration of medications.

The instructions on the medication bottle will be considered the proper instructions and will not be altered unless accompanied by a doctor highlighting alternative administration or dosing requirements. If the prescription is for 3 times a day the center will give **1 dose during the day**; if the prescriptions is for twice a day, the center **will not administer the medication. If staff has any questions or concerns, the medication will not be given.** No over the counter medication will be administer by program staff. All medications, excluding rescue medications, must be handed to a staff member, not to be left in cubbies, lunchboxes or backpacks. Any medication that is left at the site will be disposed. The center is not responsible for keeping prescriptions. Staff will note on the medication tracking form the amount of medicine given to them and then the parent will initial the form. This is to insure the proper tracking of all medications.

Children who are prescribed rescue medications (prescription inhalers and auto-injectable epinephrine) will be allowed to self-carry. In order to accommodate these medications, there must be medical documentation that the rescue medication has been prescribed and that the child needs to carry it on his or her person due to a medical condition. All information regarding medication will be stored in the child's file.

### **FIRST AID POLICIES /INCIDENT REPORTS**

The staff will administer basic first aid to children who experience minor injury. Minor accidents such as cuts and scrapes will be treated with soap and water, bruises and bumps with ice. Parents are informed of this when they pick up their child. In case of head injury, the parent will be called immediately. Written notification will be made to the parent for these minor incidents in the form of an injury report.

In cases of more serious injuries, the staff member in charge will determine if an ambulance (911) should be called. After that, we will make an immediate attempt to contact a parent. The staff member in charge or their designate will accompany the child in the ambulance to the nearest hospital and remain until the parent arrives.

### **EMERGENCY PHONE NUMBERS**

The center must be notified of any changes in address, workplace or home telephone numbers in writing. It is critical that parents list someone other than themselves on the emergency pick up list. This person must be someone who can be contacted in case of medical emergency. **It is the parent's responsibility to keep all information up to date.**

### **ALLERGIES & EMERGENCY MEDICAL INFORMATION**

Any allergies to food, chemicals, medications, or other materials should be listed in the "Allergies" section of the child's information form. This information will be placed on a master list and posted at each site. All staff will be informed of children's allergies and instructed to avoid these products.

## **PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE CASES**

In order to ensure the well-being of the children in our care, all staff are mandated under the state law to report incidents of possible neglect or abuse, including physical, sexual and psychological abuse to the Department of Human Services and to cooperate in any investigation of such possible cases. We must make referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members. Failure to report such possible harm may result in criminal penalties for the YMCA.

In the event that there is an accusation or suspicion of child abuse, the YMCA will take prompt and immediate action as follows:

1. At the first report or probable cause to believe that child abuse has occurred, the individual has the obligation to report any suspicion to DHS and to notify the program Director, who will then review the incident with the Director of Childcare Services.
2. The person receiving the initial report will be responsible for confirming the facts reported and the condition of the child on the day of the first report.
3. Data concerning the child will be obtained through discussions with the initial reporter and other staff.
4. All YMCA staff involved in any of these stages will cooperate fully with all investigative procedures by the Child Protective Services.

The YMCA advocates a positive guidance and discipline policy with an emphasis on the positive reinforcement, prevention and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, withholding food or restroom privileges, confining children in small locked rooms or verbal or emotional abuse.

An affectionate touch and the warm feelings it brings are an important factor in helping children grow into loving and peaceful adults. However, the YMCA staff and volunteers need to be sensitive to each person's need for personal space. The YMCA encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children.

## ***Section 5: DAILY ROUTINES***

### **DAILY COMMUNICATION**

Your child will be spending many hours each week in our care. We hope you will speak to us daily to keep us informed about the small, but important changes that can affect your child's ongoing development. Feel free to talk to the Site Coordinator or counselors when dropping off or picking up your child. Our goal is to develop an ongoing bond with your family.

Newsletters and calendars will be posted at the site at the beginning of each month. All parents are responsible for the information provided in the newsletter. This informs you of special days, upcoming events, reminders, and curriculum highlights. This information is important to the program; please read them.

Feel free to discuss your child's day with the staff. Please keep in mind that the staff must continue to monitor the rest of the children. For extended discussions, you can arrange an appointment. If you are going to be late, it is your responsibility to contact your emergency pick up person to pick up your child before closing. Then call the site to inform us of who will be picking up your child.

## **ARRIVALS**

Parents must accompany children directly into the building and sign them in and out each day. Parents or caregivers (**18 years or older**) must sign children in and out daily. Children should not be signing themselves in or out. Maintaining daily attendance, including specific parent signatures is imperative. Under no circumstance may a parent leave a child at the center prior to opening or without making sure the child has been properly received by the staff. **Children will not be accepted into the program without a parent signature. If this happens repeatedly, we will ask you to leave the program.**

## **DEPARTURE/RELEASE OF CHILDREN**

Children shall only be released to the parent or to an individual (**18 years or older**) authorized by the parent to pick up the child and whose identity can be verified by a proper identification card bearing his/her photograph. **The Director must be made aware of any custody and or restraining orders related to the child. These must be on file.**

To ensure the security of the children, staff will follow the following pick-up procedures:

- Verify the individual is currently listed on the pick-up list.
- Check a photo identification to be sure it matches the name on the list including familiar parents.
- The staff reserves the right to refuse the release of a child they feel may be at risk.

**A photo ID is required at the time of pick-up each day.** We understand staff may be able to identify a parent during the pick-up process, but proper identification is required daily.

## **EMERGENCY AUTHORIZATIONS**

In the event of an emergency when you cannot pick up your child and no one on your pick-up list is available; we ask that you place a call to the director of your childcare site as soon as possible. If it is between the hours of 9am and 3pm please call the main office and ask for the childcare director. The Director will take your information regarding the new authorized person and will call you back to verify the initial call based on the information provided in your child's file (keeping your file updated is very important). Please add that person to your authorized pick-up list the next day.

## **CURRICULUM HIGHLIGHTS**

In an effort to support what children are learning in school, YMCA programming attempts to coordinate between regular school day/year and the YMCA. Some examples of this are:

- Children in the program will have the opportunity to complete homework and will be given assistance if needed.
- Children will be provided with educational activities such as arts, culture, and STEM

### **EARLY RISERS**

Early Risers is a program for those children who need care before school starts. The goals for this program include:

- To provide a safe and convenient drop off program
- To provide a safe means of transportation to school
- To gear up a child for the day's activities, making sure the child has all the things needed for a happy day.
- To have flexible open-ended activities ranging from quiet activities to gross and fine motor
- To build friendships in a relaxed environment

### **OUTSIDE PLAY**

We find that outside play is very beneficial to our children. Outside play allows for gross motor activities such as running and jumping. Please be sure that children bring appropriate outside gear on a daily basis. Our staff will attempt to bring the children out once a day weather permitting.

Appropriate clothing should be worn daily. This includes coats, hats, gloves, and boots during winter months. It is also suggested that children dress in layers so they may feel comfortable throughout the day. Sneakers are the most appropriate shoe wear; sandals, boots, flip flops, and party shoes are dangerous to wear on the playground and will prevent your child from being allowed to play on the playground.

### **BUS PICK-UP/DROP OFF (If applicable)**

Since your child will be bused to and from school, it is important for us to know if your child will be attending each day. Please notify us by 7:30am for Early Riser Programs and by 2pm for afterschool pick-up at 725-0773 to let us know if your child is absent from school or not attending our program.

### **CONCERNS-COMPLAINTS-GENERAL QUESTIONS**

If you, at any time, have any complaints, concerns, or questions regarding the care that your child is receiving, please see the Site Coordinator immediately. You may also speak the Childcare Directors located at the main branches. If you do not get any satisfaction call the main office at 727-7515 and speak to the Executive Director of Childcare Services. Situations cannot be rectified if they are not known. We welcome your feedback and input at any time.

**The information in this handbook is important for you to look to with regards to policies and procedures. Please take the time to read the handbook, some policies and procedures have changed.**