



FOR YOUTH DEVELOPMENT*
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARENT HANDBOOK

YMCA OF GREATER GRAND RAPIDS
CHILD DEVELOPMENT CENTERS

**WELCOME TO THE
YMCA OF GREATER GRAND RAPIDS DAY CAMP PROGRAM**

Dear Parents,

We are committed to providing your child with a safe, enriching summer camp experience that incorporates the YMCA core values of Caring, Honesty, Respect, Responsibility, and Inclusion.

Camp is a fun place for your child to meet friends and learn new skills. Furthermore, at our Y you can also expect that your child will benefit by learning lifelong skills and building a stronger character. Through the week, campers will participate in a plethora of activities that teach our character values while being encouraged and recognized for demonstrating these values throughout their camp experience. Y character counts!

At the Y, it's vital that children are engaged in activities in which they are continuously learning and provided experiences that build self-esteem. Our summer camps include programs where children learn by hands on experiences, dramatic play and are physically active.

We know that the quality of your child's camp experience hinges on the excellence of our staff members. Because our staff team means so much to each of our campers, we focus on selecting, retaining and training the best Camp Leaders. Our staff members are engaging, energetic, fun and excited to spend each day of camp teaching your child.

You have made a great investment in your child's future!

YMCA Summer Camp Leadership

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**WELCOME TO THE
YMCA OF GREATER GRAND RAPIDS DAY CAMP PROGRAM**

This parent handbook provides valuable information about your camper's activities, the Program's philosophy, policies, and general information about our program. You may refer any questions regarding this handbook to the Program Director at your chosen branch.

YMCA MISSION STATEMENT

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

PHILOSOPHY

YMCA day camp programs foster each child's cognitive, social-emotional and physical development through opportunities and experiences which focus on achievement, relationships and belonging. It is our belief that each camper is a unique individual with his or her own rate of development. Our goal is to introduce the campers to as many positive experiences as possible that will assist in the development of individuality in each camper and encourage an awareness of themselves and others.

The planning of each activity is offered in a physically and emotionally safe environment consistent with evidence-based principles of youth development. Each child is encouraged to develop at his or her own unique rate by encouraging skill development and leadership opportunities.

Through the Y's day camp program, campers participate in fun and educational activities that help them with:

- **ACHIEVEMENT**-Learn and master skills that help them realize their passion, talents and potential
- **RELATIOINSHIP**- Build friendships with new friends and staff adding to their well-being
- **BELONGING**- Help them feel like they belong so they feel safe, welcome and free to express their individuality

We are partners in your child's development. We aim to provide opportunities to strengthen the family unit and give the family and the YMCA the opportunity to work, play, learn and thrive together.

Finally, the YMCA collaborates with other organizations which are committed to serving the needs of all children and families. It's through these collaborations, a strong youth development focus and intentional program assessment that the Y delivers consistent quality programs.

ADMISSION

We are committed to providing quality program experiences for all our participants. Once your child has been registered, please note there is an additional step which must be completed. This step is the completion of the enrollment packet. The enrollment packet contains pertinent information related to the needs and interest of your child. These details help us ensure that we have all necessary information to best support your child, ensuring that we are right fit and in alignment with your family's program experience goals. We want our participants to get the most out of their time with us!

Enrollment packets are a requirement of the program, should the enrollment packet not be complete at least three business days prior to the intended start date, your child will be unable to attend the program. Because review of this information is key to ensuring a positive experience for everyone, programs must have at least three business days to review the completed packet.

This means all enrollment packets must be completed and submitted to the Program Director by the Wednesday before the intended start week. We want to make every effort to best support an engaging experience, therefore no exceptions can be made on the three business days review timeframe. Should you have any questions about the enrollment packet please contact the Program Director for your chosen location.

HOURS OF OPERATION/HOLIDAYS/UNFORESEEN CIRCUMSTANCES

The YMCA day camp programs will be open Monday through Friday. Hours vary at each program. For more information, please check with the director of your camper's program.

THE DAY CAMP PROGRAMS WILL BE CLOSED ON THE FOLLOWING DAYS:

- New Year's Day
- Independence Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

The program will make every attempt to remain open. However, it reserves the right to close based on licensing recommendations and the safety of the children in our program. In the event of severe weather, closings will be posted via TV broadcastings, media websites and the YMCA website (www.grymca.org). Tuition remains the same, regardless if the program closes for any unforeseen circumstances (severe weather, power outage, as examples).

FEES/ PAYMENTS

Program participation requires YMCA accounts are in good standing with all balances current. This includes program fees and membership dues (if applicable). Non-payment of program fees and/or membership dues will result in your child not being allowed to attend the program and could result further collection activities, until the balance is paid and current. There is a \$25 charge for all returns or declines. Failure to keep your account current is grounds for disenrollment of your child. We do not deduct absences or holidays from your fee. When you enroll, you are reserving the time, space, staff, and provisions for your child whether he/she attends or not. Please review the details below for information on the payment schedule:

- Program deposits are non-refundable; program deposits for Day Camp are transferable.
- The YMCA requires 14 days' notice for any schedule changes.
- If you are choosing to dis-enroll your child, the YMCA requires 14 days' notice.
- The enrollment packet is a requirement in completing the registration process; if the enrollment is not completed and submitted three business prior to the start of the program your child will be unable to attend camp and will therefore be dis-enrolled.
- Payment is due in full 10 days prior to the start of each week.

FINANCIAL ASSISTANCE

We know that providing the best quality care for your child represents a financial commitment. Just as our community is full of diversity, this program has a rich diversity of families including economic diversity. The Y has scholarships available through its annual campaign to help reduce tuition. If interested in applying for assistance, please see your day camp director for the application. Parents are responsible for all co-pays that they may incur for their child's tuition. Parents are also responsible for completing all necessary paperwork.

SUMMER DAY CAMP ONLY: The YMCA Summer Day Camp program operates using a different model and therefore, for ease of registration experience and to ensure efficiency in program logistics, this program type does not offer sibling discounts. Instead, the program offers early bird registration discounts from mid-February through Healthy Kids Day in the months leading up to Summer Day Camp.

DROP OFF / PICK UP

Parents must always accompany their campers into the program. Attendance sheets are provided, and parents are required to note the date and time of their arrival as well as initial each entry. When the child is picked up the same information should be noted. No child will be released to a parent unless they come into the program. No child will be released to a person not noted on the child's information card, unless verbal/written communication has occurred between the parent and staff. If someone other than a parent is picking up a child, the parents of that child should give prior notification to the program. Before a child can leave the area, they must be signed out. Please remember, it may take a few minutes to retrieve your camper from an area. Your patience is

appreciated. Staff will check identification on everyone until their faces become familiar. Anyone picking up a child needs to be 16 or older with a photo ID.

The Y will give either parents or legal guardians' equal access to the child. We cannot withhold or limit access to a child, per parent request, regardless of the reason. The program must have current court documentation in order to deny a child's release to either of the legal parents or guardians of a child.

LATE PICKUP FEES

Please call the program if an unexpected emergency will cause you to be late for picking up your child. There is a \$1.00 fee, per minute and per child, for children not picked up by the program's closing time. In the event that a child has not been picked up within 1 hour of the stated closing time, Y staff members will call Children's Protective Services. In the event that a child is repeatedly left past the closing hour, the Y reserves the right to terminate the child's enrollment from the program.

HOW TO DRESS FOR CAMP

Please dress your child appropriately for weather. Keep in mind that the children will be active and may get dirty, so dress your child in clothes that are for play. Children must wear closed-toe shoes and socks daily to camp. Remember to send a swim bag with appropriate swim gear on the days your child goes swimming. Please, clearly label your child's belongings.

WHAT TO BRING TO CAMP

Please bring the following items each day to camp:

- Change of clothes
- Swim suit
- Plastic bag for wet swim suit
- Bug Spray
- Sun Screen SPF 15+ and water proof
- Labeled water bottle
- Labeled lunch in insulated bag (no foods that require a microwave please). We highly encourage nutrient dense food and peanut free in consideration of other allergies.

WHAT TO LEAVE AT HOME

- All electronics
- Cell phones
- Toys: stuffed animals, action figures, etc.
- Food: candy, soda, etc.
- Money

The YMCA will not be held responsible for lost items. A day camp lost and found box will be made available during programming. Please check with staff if you need assistance. Unclaimed lost and found property will be kept for one week and then donated to local charities.

YMCA MEMBERSHIP / PROGRAM OPPORTUNITIES

Each YMCA offers a variety of programs for family members, as well as individual and family memberships. We encourage child care families to plan healthy and fun activities for the entire family. The YMCA of Greater Grand Rapids provides a wonderful atmosphere where families can grow as a unit, and improve their health by engaging in fitness/wellness activities. Please inquire about YMCA membership opportunities with your day camp director.

GRIEVANCES

We believe that communication is key for a strong staff/family relationship. If a concern arises while your child is enrolled, we recommend the following suggestions:

Talk with the program staff or program director. Try to not "drop in" to talk. Schedule a time that is convenient for the both of you so you can give each other your undivided attention. Be clear on what your question is about. State the nature of your concern and your desired outcome. When you have concluded your discussion, make sure that both you and the staff have a clear understanding of "next steps", including time frames.

SUPERVISION AND SAFETY

We understand that safety is the number one objective. The program shall provide appropriate care and supervision, by sight and sound of children, at all times. The ratio of teachers to children present at all times shall be based upon the following provisions:

The YMCA strives to provide one staff person for every 15 children for programs that fall under a child care license. For programs that fall under a day camp license, there will be one staff for every 10 children (program is required to be outside 51% of the time)

SCHOOL AGE CHILDREN, defined as a child that is eligible to attend kindergarten through 12 years, there shall be one staff person for every 18 children (or less) as outlined by Michigan Child Care Licensing.

We always check before a child goes into a restroom in a public place and we monitor who goes in there while our campers are in there. There will be constant supervision while children are changing in locker rooms for swimming. While riding on busses, staff will spread out by zones and are responsible for supervising a smaller group of children while en route to a field trip location.

SUPERVISION AND SAFETY

The YMCA of Greater Grand Rapids is confident that our staff team is the very best. Combined with a fun-loving spirit and well-trained skill set, our staff team looks forward to making your child's experience magnificent.

Staff members are carefully screened, well trained and fully prepared to help each and every child create priceless memories. Staff are trained in the following areas (this list is not inclusive of all topics covered):

- Active, Low Active & Transitional Instruction
- Character Development
- Age Appropriate Activity
- Child Abuse and Prevention
- Behavior Management and Bully Prevention
- General Risk Management and Prevention

PROGRAM COMPONENTS

The YMCA believes that a successful day camp program will provide a safe environment for youth to participate in. Programs will include weekly-themed activities in which campers will create arts and crafts, explore science and technology, swim, participate in field trips, appreciate nature and better understand many cultures. Campers will build self-confidence, appreciate teamwork and sportsmanship while gaining independence as they challenge their mind and strengthen their bodies. We do this with trained staff that have a clear understanding of their role in fulfilling our mission and youth development core competencies. Staff have backgrounds working with children and are trained in child abuse prevention, safety and emergency procedures for all program areas and sites that adhere to all YMCA policies and state licensing standards.

We build our experience by focusing on important life skills such as, character development, wellness, reading and family engagement. You will see these skills show up in activities throughout the day.

A typical day camp experience will include a combination of the following components:

COMPONENTS	PURPOSE/EXPERIENCE
BACKGROUND ACTIVITIES	Experiences made available to the children upon arrival and during pick up as the day is winding down. Examples: Manipulatives Board Games Puzzles Building materials Art Materials
OPENING CEREMONY	Large group gathering, children have the chance to learn camp songs and skits. This time may also be used for program highlights and shout outs.
HUDDLES	Group connection and review time.
VARIETY ACTIVITIES (ROTATIONS)	A mixed of various activities ranging from STEM- Physical Activity. This time will include theme-based activities and may incorporate language and literacy time as well.
*MASTERY ACTIVITIES	*Time for project-based learning experience. (Focused delivery in Summer Day Camp). Staff facilitate through questions and reminders.
CLOSING CEREMONY	Large group connection to share favorite moments and experiences from the day/week.

*Summer Day Camp also integrates project based learning experiences to provide fun, engaging challenges which promote learning through play.

We welcome open communication! The program director will communicate with families weekly including sending out a calendar of activities and field trips for the following week. In addition, calendars will be available at drop off and pick up time. Other forms of communication may include daily notes, postings and emails. Please remember a two week notice is required for any schedule changes.

OUTDOOR TIME

Outdoor time is considered an integral part of our program. Physical activity helps children obtain fine and gross motor skill development and coordination, which are necessary to reach developmental milestones. Daily moderate to vigorous activity will be provided outdoors whenever possible, which helps increase your child’s heart rate. In addition, activities and games that build bone and muscle will be incorporated into the daily schedule. Campers will be required to dress appropriately for the weather. Extreme temperatures may determine limited outdoor playtime. It is assumed that if the child is well enough to attend the program, he/she is well enough to go outside.

SCREEN TIME

Because the Y is committed to the well-being of the children in our communities, we are part of a national initiative led by YMCA of the USA, and adhere to the Healthy Eating, Physical Activity Standards. There will be limited screen time or digital device use with in the school age programs offered by the YMCA, unless the use is limited to homework, or it is intended to engage children in physical activity.

SWIMMING

All campers that want to swim in the deep end are required to take a swim test before swimming in a YMCA pool. The swim test consists of jumping in deep water, returning to the surface, swimming the length of the pool (20-25 yards depending on branch), and treading water for 60 seconds. If a camper is unable to pass this test or if a camper chooses not to take the swim test and cannot stand comfortably in the water (water no higher than armpits), he or she will be required to wear a life jacket in the pool and will stay in the closely supervised shallow end of the pool. In order to keep your camper safe, they may be required to take the swim test frequently. Staff are also expected to supervise the groups swimming by engaging with the campers in the pool as well as monitoring the pool area with children that are not swimming.

FIELD TRIPS

Field trips are an excellent opportunity to enhance learning and to introduce a new and different location or experience to the campers. The field trips may be walking trips or involve transportation which will be arranged by the YMCA. Parents will receive prior notice of all field trips. In addition, parents are welcome to join us on any of the field trips. When we are on field trips, we take health information and medication with us. While on the trip, attendance is taken frequently with a "name-to-face-check" process, which means staff are not just calling names and waiting for an acknowledgement. They are looking for the child who is saying it. This process is used many times throughout the day as well as during loading and unloading the busses. Please pay close attention to weekly schedules to ensure you do not miss the departure of a field trip. Parents will be responsible for transporting their child to the field trip location if the child arrives after the bus has departed.

TRANSPORTATION

YMCA day camp programs will utilize YMCA busses or contract transportation services from an outside vendor (Dean, school district or other bussing). All busses are inspected by the Michigan State Police, have appropriate driver background checks and carry first aid kits for emergencies. All campers will be informed of expectations when traveling to and from field trips.

These will include but are not limited to:

- Loading and unloading in an orderly manner
- Remain seated while the bus is in motion
- Keep head, hands, arms, feet inside the bus at all times
- Conversations will be kept at an appropriate noise level and offensive language will not be tolerated
- Damage to seats or other bus equipment will be paid for by camper's parent/guardian
- Hold all possessions to avoid items rolling on the floor or being lost
- Fighting or horseplay is not permitted • WEAPONS OF ANY KIND ARE NOT TOLERATED

The Y reserves the right to suspend or dis-enroll a child if safety policies are not followed.

INCLUSION

The YMCA is inclusive and makes every attempt to reasonably accommodate any child based on whatever their needs may be. Whenever possible, YMCA day camp programs will help create and implement an individual plan for any child who needs extra support and attention for developmental and/or physical growth. Staff will work closely with parents, and, at the parent's request, with any other professionals who may be involved with the child to recognize and address any needs that exist or may become evident. Our goal is to work together to create thoughtful approaches that are in the best interest of the child.

DISCIPLINE AND GUIDANCE

Self-management skills and positive social interactions among children and adults are encouraged, and maximize everyone's enjoyment of the program. The Y programs use positive guidance methods including reminders, distraction, logical consequences and redirection. Self-management skills are taught according to the following guidelines:

- Consistent rules are clearly stated. Children are expected to work and play within known limits.
- Participants are expected to listen actively and cooperate with peers.
- Participants are expected to listen to their staff leads and be participatory.
- Participants are expected to respect the personal space and feelings of their fellow campers and staff.
- Participants are expected to work with their groups to create environments which are welcoming for all.
- Behavior expected of children is age appropriate and according to their developmental level.
- An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt others. Staff members strive to help children become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibly.

Any child exhibiting negative, derogatory, harmful behavior, especially when becoming a pattern of behavior may be asked to leave the program. Staff will ensure the guardian is informed of any challenging behaviors. Prior to removal from program, staff will make every effort to provide an opportunity for the child to be successful in the program.

Staff will avoid the use of comparative remarks, threats, physical punishment, shaming, or labeling of children. At no time will spanking, shaking, hitting, or slapping be allowed. Children will not be deprived of meals, snacks, rest, necessary toilet use, or outdoor play or activity time as a means of punishment, nor will any child be confined in an enclosed area. Disciplinary techniques will be used which are appropriate to the age level of the child and which foster positive self-esteem and encourage the eventual internalization of self-control. When a child acts inappropriately, he/she will be redirected to another activity. A discussion between child and staff will help the child to learn why his/her behavior was inappropriate. Occasionally, a child may be removed from the immediate situation until he/she is able to gain self-control.

OUR DISCIPLINE POLICY WILL INCLUDE THE FOLLOWING:

1. If a child is unable to comply with the behavioral expectations, a conference will be held between the program director and child. The parents/guardian will be notified in writing.
2. If after the above meeting the child is still unable to comply with the behavior expectations, the program director will set up a conference with the parents/guardian. A behavior agreement will be established and signed by the child (if appropriate), parents/guardian and the program director.
3. If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal.
4. Failure of the parents/guardian to attend a conference and cooperate will subject the child to suspension or dismissal.

BEHAVIORS THAT MAY RESULT IN IMMEDIATE DISMISSAL INCLUDE BUT ARE NOT LIMITED TO:

- Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff
- Fighting
- Possession of a weapon of any kind
- Vandalism or destruction of YMCA property or property of others
- Inappropriate conduct
- Swearing or cursing
- Running away

HEALTH

The YMCA is committed to the health of every camper in our program. In order to ensure the health and safety of all, staff who work directly with children will follow required procedures.

MEALS AND NUTRITION

Campers are required to bring their own lunch. A light breakfast/morning snack and afternoon snack will be provided by the YMCA. Refrigeration is limited therefore it is necessary to include a freezer pack to keep their food cold until lunch time. Please do not send microwavable food. We ask that campers bring nutrient dense food and avoid fried foods and foods high in sugar and saturated fats. Any food provided by the YMCA will meet licensing requirements. Water will be the primary beverage served. No sugar sweetened beverages will be served. If your child forgets their lunch, staff will call the parents listed on the emergency card until one is reached.

DAVID D HUNTING YMCA DAY CAMP ONLY: Meals will be provided by the program. Meal time allows children the chance to make healthy choices, develop relationships, and practice self-help skills. It is also a time for socializing, using table etiquette and learning about nutrition and new foods. Children participate in helping with meal set-up, as well as serving their own food. Meals are served family style with adults sitting at the table, fostering socialization.

The daily meal program includes breakfast, lunch and snack. The menus and portions will follow nutritional guidelines established by the U. S. Department of Agriculture. Serving sizes for fruit and vegetables is between $\frac{1}{4}$ and $\frac{1}{2}$ cup depending on the age of the child. Under these guidelines, we offer children a variety of healthy foods. A current menu will be posted. Children with special dietary needs, such as those with allergies or diet restrictions, will work with the program director to accommodate those needs. All food allergies or restrictions must have a written doctor or family statement of the allergy/restriction on file.

Food served in our program will be primarily low-sugar and low fat in nature. Low fat (1%) or nonfat milk is served. Only 100% juice will be served, and no more than 4ozs will be served daily. The program will ask families to refrain from bringing in sugar sweetened beverages (soda, energy drinks, sports drinks, powdered drinks, etc...) or fried foods for classroom parties and program events. Water will be available to children throughout the day and at every meal and snack. Meal requirements for the child care food program are available on request.

Child Nutrition Programs are open to all eligible children and adults regardless of race, color, national origin, sex, age or handicap. Any person who believes he/she has been discriminated against, in any USDA-related activity, should write to the Secretary of Agriculture, Washington DC 20250.

MEDICATION

All medication will be administered to the child only after the medication permission form is completed by the parent. ALL MEDICATION:

- Must be in the original container, and labeled with the child's name, locked, and stored according to instructions and out of the reach of children
- Must have the pharmacy label (for prescription) indicating the child's name, physician's name, instructions, and name and strength of the medication and be given in accordance with those instructions

- Must include a proper dispenser provided by the parent (ex: measuring spoon, syringe, etc..)
- Will not be added to a beverage or food by a staff unless indicated on the prescription label

All medications will be checked for expiration upon administration. Expired medications will be returned to the parent for disposal. Any left medications will be destroyed or disposed of. The center will maintain a written record of the time and amount given, who administered the medication, and the child receiving it for all medications.

If your child has a medical condition that requires the use of injection medications (epi-pen, insulin shots, and seizure medications), families will be required to submit an emergency action plan signed by your child's physician.

SUN PROTECTION

Parents should apply sunscreen before campers arrive to camp in the morning. Staff will remind the children to reapply multiple times throughout the day and assist younger children. Out of respect for the privacy, protection of all and in consideration the amount of participants, the staff will only assist in application when necessary, otherwise children will be expected apply sunscreen independently. Parents are responsible for providing the sunscreen (minimum of SPF 15 and preferable "All Day" and "Waterproof"). If sun exposure is ever a problem, please notify your program director so extra precautions and applications can be made. The YMCA has limited reserve supply of sunscreen please ensure all efforts are made to provide your child with sunscreen.

SICK CHILDREN/STAFF/VOLUNTEER

It is the policy of the program to temporarily exclude children, staff and volunteers from care who may be infectious or who demonstrate physical symptoms that require continual one-to-one care. The YMCA follows the guidelines as stated by the Kent County Health Department. If the program becomes aware that a staff member, volunteer or child in care has contracted a communicable disease, the program shall notify the parents of the name of the communicable disease, as well as the symptoms, with a posting on the parent board or in a public area visible to all parents.

WHEN TO KEEP YOUR CHILD AT HOME:

1. Fever or oral temperature greater than 100 F (99 F if taken underarm)
2. Rash with fever
3. Diarrhea (loose stools that cannot be contained with a diaper)
4. Vomiting
5. Unusual tiredness
6. Poor eating

7. Persistent irritability
8. Breathing difficulties or persistent coughing
9. Yellow skin or eyes (jaundice)

WHEN A CHILD/ STAFF/ VOLUNTEER MAY RETURN TO THE CENTER:

1. Temperature has been below 100 F (99 F if taken underarm) degrees for 24 hours without Tylenol or aspirin.
2. Having taken an antibiotic for at least 24 hours, if prescribed.
3. It has been 24 hours since the last episode of vomiting or diarrhea, without medication.
4. The nasal discharge is not thick, yellow, and/or green.
5. Eyes are no longer discharging, or the condition has been treated with an antibiotic for 24 hours.
6. The rash has subsided, or the physician has determined that the rash is not contagious.

Staff will monitor and document symptoms if they arise at the program and will notify parents if children need to be picked up. Children will be placed in a separate area, cared for and supervised until the parent arrives. Parents should pick up their child within one hour of the phone call. Occasionally, a written note from the physician will be required by the program for a child/staff/volunteer to return. Please call the program and let us know if your child will not be in attendance on a scheduled day.

PEST MANAGEMENT

Each program will have a pest management plan when pesticide applications should occur in the branch or program. THE PLAN WILL INCLUDE THE FOLLOWING:

- An annual notification will be provided to the parents, informing them that they will receive advance notice of pesticide applications.
- The notifications shall specify two methods by which the advance notice of pesticide application will be given (e-mail, newsletter, sign, etc.).
- The advance notice shall contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture.
- Liquid spray or aerosol insecticide applications may not be performed in a room of a child care program unless the room will be unoccupied by children for no less than 4 hours or longer, if required by the pesticide label use directions.

EMERGENCY AND PREPAREDNESS

Staff members are trained in basic emergency procedures. This includes, fire evacuation, tornado, lock down, serious accident or injury, intruders, bomb threats, and other natural or man-made disasters (inclement weather, gas leaks, chemical spill, electrical, heat, water, structural failure, etc...). Staff will adhere to guidelines and recommendations from emergency personnel with regards to other emergencies and proper evacuation and protocols.

FIRE DRILLS / TORNADO DRILLS

Each space has emergency plans, routes, and procedures. In addition, the program practices fire drills and tornado drills on a regular basis.

FIRST AID KITS

First aid kits are located within the program. When leaving the program, even when going out of the program space, staff will take along the first aid kit. Our staff is required to wear gloves whenever they are dealing with any bodily fluids. This includes, but is not limited to, blood, vomit, and fecal matter.

ACCIDENT/ INJURY

For minor accidents (bump, scrape, etc...), parents will be notified no later than the end of the day. In the event a child is seriously injured (head injury, excessive bleeding, broken limb, seizure, etc.), the parent will be notified immediately. If a child needs to go to the hospital via ambulance before the parent arrives, a staff member will accompany the child to the hospital until the parent arrives.

EVACUATION AND RELOCATION

The program will have a shelter-in-place/lock down plan (example: tornado, intruder) to keep children and staff in place (inside the building), an on-site evacuation plan (example: fire, facility issue) and an off-site evacuation plan, that will be directed by a government agency, in the event of a threat (natural or manmade). If evacuation is necessary, staff members will first move children to a designated safe area or alternate shelter known to all staff. Families will be notified of the relocation and reunification process by their program director. Staff will assist with children with limited mobility or who otherwise might need assistance in an emergency, such as children who have mental, visual or hearing impairments. Head counts and attendance sheets will be utilized to account for children.

STAFF/ VOLUNTEERS

Thorough screening and interviewing procedures will be consistently followed. All staff will be required to submit to a criminal background check prior to offer of employment being made, which includes in and out of state felony and misdemeanor checks, sex offender clearance, and reference checks. Staff will also be required to submit proof of a Child Protective Services Central Registry clearance. In addition, staff will have blood borne pathogen, diversity, and child abuse and neglect prevention training. At a minimum, one person in the program, at all times, will be certified in CPR and First Aid.

Staff hiring and promotion decisions will be made on the basis of education and experience with children. Staff will be trained in youth development so that they are knowledgeable and able to intervene in situations involving safety, using a developmental approach.

Volunteers, including parents, are welcome and very much appreciated in YMCA programs. All volunteers are required to submit a criminal background check, and have a Child Protective Services Central Registry clearance. Volunteers that give 4 hours or more of their time, per week, are also required to attend training sessions and show proof of a negative TB test. Volunteers are supervised at all times by the classroom teacher and/or director. Volunteers are a vital part of the child care program and their help is greatly appreciated.

STAFF RELATIONSHIPS WITH CHILDREN OUTSIDE OF THE YMCA PROGRAM

Staff may not be alone, outside the YMCA, with children they meet in the YMCA programs. This includes babysitting, sleepovers, and inviting children to a staff member's home.

CONFIDENTIALITY STATEMENT

The YMCA maintains confidentiality, and will respect the family's right to privacy, refraining from disclosure of confidential information (including health and assessment information) and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, we will share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest. Disclosure of children's records beyond family members, program personnel, and consultants having an obligation of confidentiality, shall require familial consent (except in cases of child abuse and/or neglect).

CHILD PROTECTION LAWS

The YMCA is mandated by the Child Protection Law of Michigan to report to the Department of Human Services any "suspected cases of abuse, neglect, child sexual abuse or sexual exploitation."