



FOR YOUTH DEVELOPMENT\*  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# SCHOOL AGE LEARNING

YMCA OF GREATER GRAND RAPIDS  
PARENT HANDBOOK



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# WELCOME TO THE YMCA OF GREATER GRAND RAPIDS BEFORE AND AFTER SCHOOL PROGRAMS

Dear Parents,

Welcome to the YMCA of Greater Grand Rapids School Age Before and/or After School Programs. We are committed to providing your child with a safe, enriching program experience that incorporates the YMCA core values of Caring, Honesty, Respect, Responsibility, and Inclusion. We are honored that you have become a part of the YMCA family. We share a small amount of your child's life and are privileged to be given the opportunity. Our goal is to impact our students' lives educationally, emotionally and socially so they are provided with a strong foundation for their educational career. We look forward to working as a family to help each child reach goals that are set for them throughout their time at YMCA Programs. We strive not only to provide a challenging academic program but a secure, personal environment of care to each individual student. We hope that we can exceed all our families' expectations and want to take this time to personally welcome your family to The YMCA of Greater Grand Rapids.

You have made a great investment in your child's future!  
YMCA Youth Development Leadership



This parent handbook provides valuable information about your child’s activities, the program’s philosophy, policies, and general information about our program. Families should be looking at this together prior to a child’s admission to the program. Any questions parents may have regarding this handbook are to be referred to the program director.

## **YMCA MISSION STATEMENT**

Guided by our Christian principles, we strengthen the spirit, mind, and body of all individuals.

The YMCA opens its doors to anyone, regardless of race, gender and religion or socioeconomic background, and we are committed to serving everyone who comes in. As a result, we look to meet each person where they are, including providing opportunities for financial assistance.

### **Our Cause At the Y**

Strengthening community is our cause. We believe that positive, lasting personal and social change can only come about when we all work together to invest in our kids, our health and our neighbors. That is why we focus our work on three areas of focus, known as Pillars:

- Youth Development: Empowering young people to reach their full potential
- Healthy Living: Improving individual and community well-being
- Social Responsibility: Providing support and inspiring action in our communities.

### **Our Purpose At the Y**

Our purpose is to be the most impactful convener of community resources focused on helping all youth and adults succeed and be their best selves.

## CORE AREA OF FOCUS

**Youth Development:** Empowering young people to reach their full potential

The objective of the YMCA of Greater Grand Rapids Youth Development Programs is to substantially increase our capacity to prepare children for school and to support their year-round success. We are developing evidence-based Early Learning, Out-of-School Time Learning and Summer Learning Loss Prevention curriculums to improve the academic outcomes of every child and teen in our care. Our new programming aligns the Y's strengths with key educational milestones: being ready to learn for kindergarten, reading at grade level and being academically on track in elementary school, middle school and high school.

**Healthy Living:** Improving individual and community well-being

The objective of the YMCA of Greater Grand Rapids Healthy Living Pillar is to improve lifestyle health and health outcomes in West Michigan. The Y will help lead the transformation of health from a system largely focused on treatment of illnesses to a collaborative community approach that elevates well-being, prevention, and health maintenance. Our programming aligns with Y's strengths with key health and wellness milestones: achieving personal health and well-being goals, emphasizing prevention for all people including those at-risk or reclaiming health, and healthy choices are easy, accessible and affordable for all.

**Social Responsibility:** Providing support and inspiring action in our communities

The objective of the YMCA of Greater Grand Rapids Social Responsibility Pillar is to foster connectedness, strengthen support networks, and encourage investment in our communities. The Y will activate resources and engage people from diverse populations and perspectives for individual and collective action. Our programming aligns with the Y's strengths and seeks to address critical social issues affecting our communities. We seek to ensure diverse, underserved and isolated communities feel supported by the Y, people give their time, talent and treasure in support of community needs, and our Y convenes and collaborates to develop local, state and national solutions that address key issues facing our communities.

### Core Values

The YMCA partners with families to instill our mission and values in every person. Therefore, it is important for every staff member to know the mission of the YMCA, as well as the 5 core values, Honesty - Respect – Caring – Responsibility - Inclusion.



## PHILOSOPHY

The YMCA Before and After School Program is geared to the individual needs of children. Each room provides a play centered environment with a wide range of materials and developmentally appropriate activities, which allow children to manipulate, discover, explore, make choices, and create according to their interests. Each child is recognized and valued as a unique individual with a capacity for growth and development. Through group and individual activities, each child is encouraged to develop emotionally, socially, creatively, and intellectually, at his/her own rate.

Our definition of quality is formed from the YMCA using standards established by the Michigan Department of Education, YMCA of the USA, the National Afterschool Association, and most importantly the needs of the individual children and parents we serve.

The essential component of our program is our staff. Staff are trained in growth and development and set age appropriate expectations. Staff guide and direct children with warmth, concern, acceptance, approval, and respect enabling children to develop a strong, positive self-concept. A warm responsive atmosphere is provided to foster a sense of trust and autonomy, as well as to encourage cooperation, communication and respect for others.

The YMCA believes strongly that quality child programming is only possible when parents are involved in the makeup of the program, directly or indirectly. A variety of options are available for parents to participate in some way.

## ADMISSION

Parents may enroll their children in either a full-time or part-time basis, depending on the availability of the program. Children will be enrolled on a first come first serve basis, regardless of nationality, race, gender or creed. Full-time enrollment will be considered first, over part-time.

Before a child can begin attending the program, it is mandatory that the program have the following items:

- Online registration
- Online enrollment packet
- Food program enrollment form and income eligibility statement (if applicable)

### Hours of Operation and Holidays

The YMCA Before and After school programs will be open Monday through Friday. We work in partnership with our school locations, this means there may be times when we close programming in alignment with the decision of the school. This typically occurs whenever there is an immediate concern for the staff and children in the program. In these cases, the YMCA will make every effort to communicate this information with as much notice as possible. Additionally, in the case of an unexpected closure the YMCA will not be responsible for refunds, the Chief Operating Officer of the YMCA will reserve the right to make any changes to this policy per the situation. In the event of severe weather, closings will be posted via TV broadcastings, media websites and the YMCA website ([www.grymca.org](http://www.grymca.org)). Tuition remains the same, regardless if the program closes for any unforeseen circumstances (severe weather, power outage, as examples).

The program will be closed on the following days:

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Professional Development Day (30-day notice)



## INCLEMENT WEATHER POLICY

The Y will be open normal hours at our before and after school sites to serve our members and community who need care during inclement weather. The Y believes childcare program participants rely on the services of the Y, especially for employment purposes, and participate at their own risk.

School Age programs located in school buildings will typically remain open even if the school day is canceled by the district.

- In the event a school age program closes mid-day, families will be notified and given one (1) hour from the time the decision has been made, or unless otherwise noted, to pick up their child.
- If a situation arises when school is dismissed for a storm moving in, the Y reserves the right to cancel the off-site school-age program as approved by the YMCA Senior Leadership
- Child Care Staff will contact parents of facility/program closure. If appropriate, closure will be included on the Y's social media and GRAIL (TV/Radio) communications.

## **PAYMENT SCHEDULE AND FEES (WAITLIST)**

Parents will be informed of their tuition payments, and payment due dates upon enrollment. The YMCA reserves the right to change tuition only after a minimum of two weeks' notice has been given to parents. Billing will occur according to the payment schedule you received at the time of enrollment.

all funds are expected to be available on the designated draft date. If for any reason they are not available, the account will be charged a \$10 late payment fee. Three consecutive weeks of nonpayment may result in termination of enrollment. We will make every effort to work with our families in the case of challenge/hardship; families should communicate with their Directors as early as possible to explore possible solutions. Failure to keep your account current is grounds for disenrollment of your child

### **Discounts and Financial Aid**

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 program director for the application. In addition, the Y also accepts childcare subsidy payments through the Department of Human Services, however, most subsidies do not cover all our tuition costs. Parents are responsible for all co-pays that they will incur for their child's tuition. Parents are also responsible for filling out all necessary paperwork to keep their subsidy current. If for some reason the parent loses their subsidy, the parent is responsible for the full payment of tuition.

We offer a 5% sibling discount, which is applied to the oldest child in attendance.

### **Waitlist**

Locations offering a waitlist have a weekly holding fee of two (2) days per child per week. This would also apply in cases where the child will not be attending the program for a period, over several months, but the family is interested in holding their spot.

## SCHEDULE AND SCHEDULE CHANGES

We understand things change and there may be a need to adjust your child's attendance schedule. Part-time families may add additional days if space is available. We require at least two weeks' notice to make the appropriate adjustments, scheduled changes must also be done in writing and sent to the Director of the program. To ensure we are being cognizant of our required ratios, we need adequate time to assess the staffing and ratio needs of the program. Every effort will be made to accommodate schedule changes.

We do not deduct absences or holidays from your fee. Your fee pays for direct operational costs. When you enroll and sign up for specific days, you are reserving the time, space, staff, and provisions for your child, whether he/she attends or not.

### No School Days, Snow Days, and Half Day

Programs can offer full day care in the case school is closed for weather or planned no school days. Participants must pre-register for half-days, no school days and snow day care.

#### Snow Day Care Expectations:

- Children must come with a lunch prepared which is mindful of our peanut free zone if lunch is not provided.
- Children must come in appropriate attire which keeps them warm and able to participate in all activities.
- Program ages are 5-12
- Program space is limited, and all registration packets must be reviewed by the program leads. Program leads have a required 72-hour review, meaning we have the right to refuse any late registration.
- Snow days are subject to cancellation per the compliance and safety of the staff.

#### Half Day Care Expectations:

- Sign-ups for half day care will be available no later than 30 days prior to the targeted half day. The sign must be attached to a memo detailing the sign up and cancellation process.
- Parents are required to sign up at least 14 days prior. Branches must work with their leadership teams to determine the appropriate threshold for remaining open.
- If there is a determination that not enough attendees are coming, programs will share this information no later than 14 days prior to the targeted half day.

## ATTENDANCE

Each child will be signed into the program after school by the YMCA staff. If the child is to be absent, a phone call or note must reach the school age program before program time. If a child is found to be absent from the program, the following steps will be taken:

- YMCA staff will check with the school office to see if the child was absent from the school day or went home early
- YMCA staff will contact every number on the child's information card (including emergency numbers) in attempt to verify if the child will not be attending the YMCA program that day
  - Contact the child's parent(s) to confirm attendance for that day (*verbal contact will be the first line of communication; a follow up text may be sent after initiating verbal contact*).
  - A parent or guardian will be contacted first and if contact is not made, staff will move onto the child's emergency contact.
    - If unable to reach a parent or emergency contact, staff will notify Assistant Director/Multi-Site Coordinators immediately following.
    - Assistant Director/Multi-Site Coordinators will take over contacting the parent(s) and/or emergency contacts.

If a child is altering their schedule for extracurricular activities at school or a school function, the parent/guardian must provide a signed permission slip, we will charge a holding fee that is 50% of tuition while they are not attending.

### Late Pick Up

In the case of late pickups, the staff are trained to handle the circumstance by following the steps detailed below:

- All attempts will be made to contact the parents by phone.
- After 15 minutes, the emergency contact person will be contacted.
- After 60 minutes, with no contact from parent or emergency contact, Child Protective Services will be called.

Should an emergency arise causing the delay in pick up, please notify the program site as soon as possible and specify an expected time of pick up so the site staff have an opportunity to plan accordingly.

Late pickups do require an additional charge of \$1 per each minute; the parent will also be required to sign a late pickup notice upon arrival.

## RELEASE AND AUTHORIZED PICK UP PROCEDURES

Children will only be released to the parties whose information was included in the enrollment packet. If there is an immediate need to authorize a different pick up, this notification should come in the form of written communication (if the information cannot be provided in writing a call to the Program Director or Site Coordinator will serve as notification). A child shall be released to either parent unless a court order prohibits release to a parent. A copy of the order specified is to be kept on file at the program. The YMCA staff are trained and required to address the following circumstances in the manner detailed below:

### Intoxicated Parent

If a parent arrives at the school age site or branch to pick up a child, and appears to be intoxicated, the staff member will write down the parent's name, date and time of the incident, and give the information to the Program Director. Staff may offer to call someone else to pick up the child but are not allowed to stop the parent from leaving. The Director will follow up with the family.

### Separated Parent

If parents are separated, but not legally divorced, the YMCA has no right to deny access to a child from either parent. If one parent is concerned about the safety of the child when the child is with the "other" parent, action should be taken through the court system.

However, without a restraining order, the YMCA childcare staff will not prevent access to the child by either parent.

### Emergency Release

If a parent is unable to pick up their child, they should decide from another adult, already listed on the emergency card, to pick the child up. If this is not possible, and an adult that is not on the emergency card must pick the child up, the parent should notify the staff either in writing or over the phone. Any adult, that staff do not recognize, must show proof of photo ID.

### Release to an Older Sibling

If a parent wishes for a YMCA staff to release their child to an older sibling, they need to be at least 16 years of age and on the emergency card, or the parent must have given written prior notice.

## GRIEVANCES

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

Talk with the child's teacher or the program director. Try to not "drop in" to talk. Schedule a time that is convenient for both of you so you can give your undivided attention. Be clear on what your question is about. State the nature of the concern and what you would like to see happen. Be sure that when you are finished, you both are clear about what you have discussed and the desired outcomes including time frames.

## WITHDRAWAL PROCEDURES

If you are planning on leaving the program, you are responsible for giving a two-week advanced notice. If a parent withdraws a child without two weeks advance notice, the family is responsible for paying for two full weeks. Two weeks un-notified absence is considered grounds for termination.

### Disenrollment Policy:

Due to the nature of our programming cycles, children who are removed from a YMCA program because of noncompliance with our outlined Behavior Management Policy will not be eligible to enroll in future programs (i.e. *Winter Break Day Camp, Spring Break Day Camp, Summer Day Camp, Before and After School Programming*) for a minimum of 6 months from date of disenrollment. After that timeframe has past, a redetermination will be made at the discretion of the Program Director. When a family wishes to re-register, a meeting with the Program Director must take place prior to program starting to discuss expectations and a trial period.

### Suspension from School

If a child is suspended from school, our programs will align with the school and the student will not be able to attend programs on the days of suspension. Tuition will not be prorated during this time.



## PROGRAM EXPERIENCE

### YMCA Membership

Each YMCA offers a variety of programs for family members as well as memberships for individuals and families. We encourage childcare families to take this opportunity to plan for healthy, fun activities together. Through fitness/wellness activities families can become healthier and grow closer when the family comes to the Y together. Children enrolled full time, will receive a Youth Program Membership to the YMCA for as long as they are enrolled full time. Families are responsible for acquiring paperwork through the childcare director or YMCA membership department

### Curriculum

Each program location will have a monthly curriculum posted (made available) at or near the parent communication area. Our teams work to incorporate opportunities for youth voice and youth choice. We include monthly themes to keep the program experience engaging. Our days adapt to the needs of the children, however our goal is to provide the range of activities in a meaningful dosage. The information listed here describes the minimum amount we strive to spend on each of the subjects.

<i>Components</i>	<i>Dosage</i>	<i>Purpose/Experience</i>
STEM/STEAM	30min/Daily	To create opportunities for participants to experience activities which incorporate science, technology, engineering (art) and math. These activities are hands on experiences which allow for reflection/review.
Academic Enrichment	20min/Daily	Children are provided a chance to focus on homework and school-based work. Children who do not have homework will have activities focused on reading time, math practices, critical thinking and problem solving.
Outdoor Activity	30 min	The YMCA minimum standard for daily outdoor time is 30min. During outdoor time, children should be engaged physical activity and interactive games. Outdoor time is always weather permitting.



Youth Choice/Youth Voice	30min/daily	Activities focused on what is of interest to the children; use this time to complete reflection conversation and determine how to support them in developing new activities. This time is also dedicated to implementing the youth voice, youth choice activities.
Huddles	15min	Huddle time the opportunity to connect with your groups and discuss pertinent details of the day. This time may also be used to discuss any behavior guidance pieces.
Background Activities	Opening and Closing	These are activities which open and close the program typically they are center based and mostly implemented to transition the program after the school day or wind down the day of activities.

#### Outdoor Time

The YMCA encourages lifelong healthy habits; therefore, we are committed to providing a minimum of 30 minutes of outdoor time daily. While our licensing commitment is only to ensure outdoor time is occurring for programs operating 3+ hours, we strive to make this experience and integral part of our programs. Outdoor time is an important part of the program; children may only be excluded from this time if they have a doctor's note or in cases where program leadership has identified an immediate threat to the child's well-being.

Outdoor time is always weather permitting. In the case programs are unable to use outdoor space, this time may be substituted with other physical activity space and/or activities.

Prior to going outdoors staff are required to ensure the safety of the area.

#### Screen Time

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. Screen time is permitted in limited dosage, short videos or movies (30 min or less per week and rated G only) content must be related to weekly theme or special event(s) and must include program director approval and parent notification. Parent notification can be met by including the details/activity on the curriculum calendar, if the information has not been made available on the calendar a notification must be sent.

### Field Trips

In the case a field trip has been planned, parents/guardians will be made aware of any field trips at least 14 calendar days prior to the field trip. All children must have a signed permission slip from the parents/guardians. This permission slip will provide details on the field trip, describing all travel details, intended experience and any meal information.

### Restrooms

Participants attending our before and after school programs are expected to be able to use the restrooms independently. This is only adjusted when a further conversation with the program leadership has taken place and other supports/systems have been agreed to and established.

In serving the before and after school age group, the YMCA recognizes the importance of the child's privacy and therefore staff are only expected to support the child in very rare occasions for something minimal (possible helping to button pants once the child has made multiple efforts to do this independently).

### Altering Appearance

Childcare staff members doing children's hair, adding nail polish, or other means of altering a child's appearance can be perceived differently from family to family. If a program requires long hair to be in a ponytail for swimming, or may have a hair salon in the dramatic play area etc. parent approval is required prior to engaging in the activity. We need to ensure we have parents' verbal consent to do the child's hair (comb out, braid, ponytails, etc.) or polishing nails, or any other means of altering a child's appearance.

### Birthday Celebrations

In support of our core areas of focus, the YMCA celebrates the milestones of each child in our program. Our locations strive to acknowledge a child's birthday in a way which supports creating equitable experiences and lifelong healthy habits. We serve a diverse community which means every child may have varying access to resources and may also have different personal needs and dietary restrictions. For this we discourage families from bringing in items such as goody bags, homemade sweets and snacks. We ask that families work in coordination with the program leadership to determine what celebratory items are most appropriate for the program. This may mean encouraging families to bring in items which enhance the curriculum and enrichment activities.



### Bringing Items from Home

The nature of our before and after school program allows children to experience a variety of engaging activities while in attendance, for this setting its best to minimize distractions by discouraging items from home. We thoughtfully plan days when students may be encouraged to bring items in to share with others. Out of respect for the activities taking place in the program, the connections amongst peers, and to ensure things are kept safely, we ask that children refrain from bringing items. Should they come to the program with an item from home, we will ask them to keep it stowed away with their belongings until they are picked up (unless it is a share day).

### Lost and Found

The YMCA will not be held responsible for lost items. A School Age 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.

Should a child require the support of an item, the family should have a conversation with the program leadership to address this in a collaborative manner.

## PARENT/GUARDIAN INVOLVMENT AND COMMUNITICATION

The YMCA is committed to maintaining close, positive relationships with the parents of every child enrolled in our program. We strive to include family culture, language, and experiences as part of our curriculum and daily routines. Staff are required to communicate daily with the families and other staff members, in a positive and professional manner.

General information as it relates to the classroom/program experience should be shared during parent interactions discussing things related to the child's overall experience in programming. If a child is admitted to the program requiring special accommodations a daily report describing the following information must be shared with the parent:

- Food intake; time, type of food, and amount eaten.
- Developmental milestones.
- Changes in the child's usual behaviors.

We want to encourage participation and awareness of our program experience. Teams are expected to work collaboratively to send out regular communication. Communication should come in various forms:

- Overall program updates, highlights and needs (typically done in newsletter format monthly at minimum).
- Program specific curriculum, events, updates, highlights, and needs (typically offered by way of program communication areas).
- Memos and notifications for immediate needs and program changes.
- Volunteer opportunities (typically offered in a "Ways to Engage" board/communication area)
- Ouch reports (Parents will be notified the same day an incident or injury has occurred).
- Field Trips
- Changes to program operations such as holidays and closures.

Photos of children taken by the YMCA and/or taken by the family are not to be shared on social media unless we have written consent from the families of all children in the photo.

Family members may be reminded by the staff that they will not be able to take the photo if other children in the picture should not be photographed. The program director will have a list of children approved to be photographed.

Hello Cards, are posted in each programming site to help families identify their child's caregivers and program staff. Each staff member will have their Picture and Information posted within their first week of work, this is a great way for families, guests and volunteers to meet and learn more about our team.



## MULTICULTURAL AND GENDER FREE ENVIRONMENT

The YMCA encourages diversity within our program. We offer an anti-bias curriculum and encourage families to share their cultures with the children. Books, activities, posters and foods provide the children with a chance to experience a range culture.

### Inclusion

The YMCA is inclusive and makes every attempt to reasonably accommodate any child based on whatever their needs may be. Whenever possible, YMCA school age programs will work in partnership with the families to ensure an impactful experience may be provided for any child who needs extra support and attention for developmental and/or physical growth. We are open to working with any additional professional supports which have been secured by the parents. Our goal is to work together to create thoughtful approaches that are in the best interest of the child. At the time of enrollment, families are expected to share additional information about their child's needs with the staff. Program Directors will review all child enrollment information including the Health and Behavioral Notification form and communicate this information to staff.

### Therapy

At times students may be scheduled for behavioral, physical, occupational or speech therapy. YMCA school age programs will make every effort to accommodate therapists and to make time and space available for treatments. If a child receives therapy, parents must contact the program prior to treatment so they can schedule treatment times that are most appropriate for the student, as well as the other program participants. A visible space must be used. Therapist must sign in and out in volunteer logbook.

## HEALTH AND SAFETY STANDARDS

### Supervision

The program shall always provide appropriate care and supervision by sight and sound of children. 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.

### Behavior Management

Self-management skills and positive social interactions among children and adults are encouraged and maximize everyone's enjoyment of the program. Y programs use positive guidance methods including reminders, distraction, logical consequences and redirection. Children are expected to support the classroom experience by adhering to the following guidelines:

- Consistent rules are clearly stated. Children are expected to work and play within known limits.
- Behavior expected of children is age appropriate and according to their developmental level.

An atmosphere of trust is established 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.

When a child's ongoing challenging behavior must be addressed, we will assess the function of the behavior. We will work with the family and we are open to working with families who have sought out professional support to develop an individualized plan to address the behavior as needed. Included will be positive behavior support strategies to help the child be successful. Repeatedly disruptive or dangerous behavior may result in loss of privileges or activities, suspension or termination from the program.

## Medication

The program will administer prescription and over the counter medication with written consent of the parent/guardian and the child's health care provider once a day. Non-prescription, over the counter medication may only be given according to the directions on the label.

All medication must be stored in its original container with the label attached. The label must list:

- Child's first and last name
- Physician's name
- Name and strength of the medication
- Instructions
- Date the prescription was filled
- Expiration date

The Program will administer:

- Antihistamines/decongestants
- Cough suppressants
- Topical skin ointments
- Fever reducing medications will not be administered for fevers due to illness.

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.

## Communicable Diseases

To provide a healthy and engaging environment, staff will handle any case of communicable diseases in the following manner:

- Fever 100 by mouth and 99 under arm (one-degree calibration) will require a call to the family for the child to be picked up, this guideline follows the recommendations of the CDC.
- Diarrhea (2) – loose, watery stools (even if no other sign is noted)- call parent for consult, if no explanation remove child from program/encourage pick up
- Any vomiting (exceptions for burp up) will require a call to the family to have the child picked up.
- Rash (any rash) already known to parents do not call parents- unless there is a difference in appearance.
- Bodily drainage (even with no other symptoms) will require a call to the family and for the child to be picked up.

The Program leadership reserves the right to decide whether a child is healthy enough to be in programming; the site leadership works closely with the headquarter office representative to ensure there is thorough consideration in these cases.

We reserve the right to remove a child from programming in the case of concern for disease exposure.

Returning to Program:

- Child must be symptom free for 24 hours to return to program.
- Temperature has been below 100 degrees for 24 hours without Tylenol or aspirin.
- Having taken an antibiotic for at least 24 hours, if prescribed.
- It has been 24 hours since the last episode of vomiting or diarrhea, without medication.
- The nasal discharge is not thick, yellow, and/or green.
- Eyes are no longer discharging, or the condition has been treated with an antibiotic for 24 hours.
- The rash has subsided, or the physician has determined that the rash is not contagious.

Lice Procedures

Children are exposed to many things in their environment leaving them vulnerable to many circumstance, one common occurrence is lice. When handling a lice situation our programs follow the steps listed below.

If parent notifies the program after child has attended programming:

- Clean Materials immediately – soft spongy absorbent
- Post notifications of exposure (always include a footnoted date)
- Post at the site on entry and exit doors- classroom specific door of parent communication area.

When appropriate (large exposures) an email notification may be sent. Any email communication sent to describe communicable disease and/or lice must be approved by the association licensing representative.

When the child returns to the program the lead program staff will complete a louse check before being permitted to attend program.

## Pest Management

Each program will have a pest management plan when pesticide applications should occur in the building (to be done by the school district). 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 childcare 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

## Meals

Mealtime 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 for the morning school age program, and snack for the afternoon school age program. The menus and portions will follow nutritional guidelines established by the U. S. Department of Agriculture. A current menu will be posted. Food served in our program will be primarily low-sugar and low fat in nature. Low fat (1%) or nonfat milk is served. 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 center events. Water will be available to children throughout the day and at every meal and snack.

Children with special dietary needs, such as those with allergies or diet restrictions, will work with the Child Care Director to accommodate those needs. All food allergies or restrictions must have a written doctor or family statement of the allergy/restriction on file.

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.

## 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....). We will adhere to guidelines and recommendations from emergency personnel with regards to other emergencies and proper evacuation and protocols.

### Fire Drills / Tornado Drills

Each room has emergency plans, routes, and procedures posted. The program practices fire drills and tornado drills on a regular basis.

### First Aid Kits

First aid kits are in each program space. When leaving the program area, even going out of the school, 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.

### Incidents

Families will be verbally notified within one hour if an incident should occur while their child is in care of the program. An incident includes, but is not limited to, the following:

- A child is lost or left unsupervised.
- Alleged sexual contact between children or a child and a staff member or volunteer.
- Physical discipline of a child by a staff member or volunteer.

### 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 that will be directed by a government agency in the event of a threat (natural or man-made). Families will be notified of the relocation and reunification process by their program director. Children that require individual care will be assigned to a caregiver.



## STAFF/ VOLUNTEERS

In all staffing decisions, every attempt will be made to hire the most competent and qualified people to work with children. Thorough screening and interviewing procedures will be consistently followed. All childcare 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 negative TB test. In addition, staff will have blood borne pathogen, diversity, and child abuse and neglect prevention training. At a minimum, one person in the program, always, will be certified in CPR and First Aid. Staff hiring and promotion decisions will be made based on 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

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 Michigan State Police Sex Offender 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 always supervised by the classroom teacher and/or director. Volunteers are a vital part of the childcare program and their help is greatly appreciated.

### LARA Compliance/Regulation Management/Mandated Reporting

The YMCA provides childcare programs which are regulated by the State of Michigan, and therefore we work in partnership to provide the child care programs we offer. Our programs are regulated by the Department of Licensing and Regulatory Affairs (LARA), this entails being subject to interim visits which are utilized to check on the day to day operations of the program confirming our commitment to compliance. This also includes renewal visits which confirm our eligibility to maintain our licensing status, when an incident or complaint is received our sites are subject to special investigation visits.

Any time an incident occurs during the program operating hours, we are required to self-report this information in order to maintain our commitment to partnership and transparency with the state licensing office. Types of incidents which may be reported include a child tripping over a shoelace all the way to a more serious injury or occurrence. The state makes the decision on whether to further investigate an incident, this investigation is done to identify the programs role in the occurrence. Investigations may include the state representative contacting the families involved.

Youth development staff are mandated reporters, therefore in alignment with the Child Protection Law, we will and are required to report any suspected child abuse/neglect.

More information on the LARA can be found at [www.michigan.gov/lara](http://www.michigan.gov/lara).



### Staff Relationships with Families Outside of YMCA Programming

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.