

# **MONTACHUSETT REGIONAL YMCA**

55 WALLACE AVENUE  
FITCHBURG, MA 01420  
978-343-4847  
[www.montymca.org](http://www.montymca.org)

## **PRESCHOOL PROGRAM PARENT HANDBOOK**



**YMCA**

**We build strong kids,  
strong families, strong communities.**

**Licensed by the Department of  
Early Education and Care**

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**I. OVERVIEW OF THE MONTACHUSETT REGIONAL YMCA PRESCHOOL PROGRAM**

**A. MONTACHUSETT REGIONAL YMCA PRESCHOOL**

**The preschool program is a year round program. All preschoolers need to arrive by 9:00 a.m.**

Childcare Hours: Monday – Friday 6:30 a.m. to 5:30 p.m.

YMCA Telephone Number: 978-343-4847

Childcare Director: Pamela Christian Ridings ext 232  
pridings@montymca.org

Green Bird ext 231

Blue Bird ext 230

Childcare Secretary/Billing: Laurie Sleeper ext 208  
lsleeper@montymca.org

Camp Lowe Day Camp: Lenny Rivera, Director 978-537-8477

**B. ORGANIZATIONAL CHART**

Board of Directors

Executive Director

Preschool Director

Blue Bird Class

Green Bird Class

Lead Teacher

Lead Teacher

Assistant Teacher

Assistant Teacher

Support Staff

Breaks – Closing Teachers – Closing Assistants

**C. PHILOSOPHY**

The YMCA preschool center starts with the families we serve. We, the staff take our role as educators earnestly to nurture your child’s needs in his or her individual development. We support the parent(s)/guardian(s) in their role of being the responsible and most influential persons in their child’s life. We support advocating for quality preschool programs for all families through community and state advocacy and contacts. Family input, involvement through advocacy, and volunteering in the preschool programs’ everyday functions is strongly encouraged by the YMCA preschool program.

**D. STATEMENT OF PURPOSE**

The YMCA is committed to the principles of non-discrimination and equal opportunity. Our programs are open to all without regard to race, cultural heritage, political beliefs, marital status, sexual orientation, national origin, or disability.

## **E. GOALS**

To deliver a child care program in accordance with YMCA principles and philosophy. The National Association for the Education of Young Children's (NAEYC) program standards and the creative curriculum which is aligned to the Department of Early Education and Care (EEC) standards.

## **F. NON-DISCRIMINATION POLICY**

Montachusett Regional YMCA Preschool Center admits children 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 gender, race, religion, parents' marital status, physical or mental disability, cultural heritage, political beliefs, national origin, sexual orientation or ability to pay.

In an effort to ensure that all children and families are welcome and comfortable in our programs, holidays and cultural celebrations are not observed in our classrooms. We encourage children to discuss special events and meaningful parts of their lives while they are at school, but the educators do not design any activities or introduce concepts that are not inclusive and relevant to all of the children. It is our intention that no child or family should ever feel excluded or de-valued.

## **G. DEPARTMENT OF EARLY EDUCATION AND CARE LICENSED**

Montachusett Regional YMCA Preschool Center is licensed by the Massachusetts Department of Early Education and Care (EEC) and is mandated to uphold all of the EEC rules and regulations pertaining to group day care licensing.

### **1. Availability of Regulations**

The Montachusett Regional YMCA Preschool Center must have a copy of CMR 102 7.00, Standards for the Licensure or Approval of Group Day Care and School Age Child Care Programs, on the premises, available to any person upon request. If you have questions about any of the regulations, ask the personnel at the Center for a copy.

### **Early Education and Care Office (EEC)**

**340 Main Street  
Worcester, MA 01608  
508-798-5180**

**Capacity:** 39 Preschool Children  
**Ages:** 2 years 9 months to 7 years

### **Ratio to be maintained at all times:**

1-10 children – 1 preschool teacher qualified  
11-20 children – 1 additional teacher and assistant teacher

## **II. OUR EDUCATORS**

### **A. EDUCATOR QUALIFICATIONS**

The YMCA provides its educators with many opportunities for development and advancement through staff training. The Center Director informs their teachers of all trainings available to YMCA staff. These trainings include conferences, workshops, college courses, and other opportunities. Teachers are required to complete at least twenty hours of training per year.

Center Director also contacts speakers to come to the YMCA to speak to educators on topics such as child abuse, behavioral problems, children with disabilities, positive guidance, and other pertinent issues.

The Center Director provides opportunities for teachers to visit other Early Childhood Education Centers in the community and within the YMCA Community. These visits provide the educators with the opportunity to observe different teaching styles and share program ideas with their colleagues.

The YMCA also encourages volunteers to work in its early childhood education programs. These volunteers receive appropriate orientation, training, supervision and staff development. They are chosen for their ability to meet the needs of the children. They must meet the same requirements as the staff in regards to Background Record Checks (BRC)'s, and an orientation to the program. Volunteers are encouraged to participate in trainings that are offered to the paid educators.

For practicum's or students doing field studies, the YMCA will describe, in writing, any arrangements they may have with any school or professional training program that will include an overview of student responsibilities as well as an explanation of the supervision of students by the training program and the YMCA.

### **III. CHILDREN'S RIGHTS and RESPONSIBILITIES**

Educators are responsible for ensuring that children enrolled:

- Have a safe and reliable environment free of hazards.
- Have use of all of the equipment and space on an equal basis; equipment will be in functioning condition.
- Have their ideas and feelings respected.
- Be guided into appropriate behavior using positive guidance strategies that are fair, equal and respectful of them.
- Have opportunity to express their anger, frustration, disappointment, joy, etc., in an appropriate manner.
- Have activities that allow participants to express their creative ability, as they explore and discover, while developing to their fullest potential.
- Have an environment that offers a variety of choices: physical, gross motor, quiet, indoor, outdoor, active and passive areas, creative, dramatic play and exploration.
- Have a right to voice their opinion on the rules and give input on activities offered.
- Have educators that care about them, enjoy being with them and help them grow.
- Are treated with caring, respect, honesty and responsibility.

Children need to be responsible for:

- Learning to accept consequences for their own actions.
- Displaying character development traits: caring, honesty, respect and responsibility.
- Respecting the rules that are established for and by them.
- Controlling their anger so that their actions do not harm anyone.
- Not willfully damaging any equipment or property in the building or anyone else's property.
- Sharing equipment and facilities with all children in the program.
- Returning materials and equipment to the place they found them and before they start a new activity or go home.
- Participating in and carrying out an activity that they committed themselves to.

### **IV. ENROLLMENT PROCEDURES AND REQUIREMENTS**

#### **A. ENROLLMENT PROCEDURES**

An appointment is made to meet with the child and family for a tour of the childcare facility. The following will be reviewed:

Parent Handbook	Child and Family
Classrooms	Application
Medical Information	Locker Room and Swimming Pool

**1. Enrollment and Registration materials are confidential, but available immediately to:**

The program administrators and educators in the child's classroom  
The child's parents or legal guardians  
Regulatory authorities (EEC), on request.

**2. Medical information from the pediatrician's office must include the following:**

Dates of immunizations (including Varivax/Varicella/Chicken Pox)  
Update Lead Test  
Date of visit  
Signature of Doctor

**B. ENROLLMENT PACKET**

Enrollment packet includes Admission Sheet, Developmental History, Field Trip Permission form, Emergency form (Pick-up Authorization, Emergency consent on same sheet), Physical and Immunization Sheet, Consent to apply Sunscreen and Insect repellent . In addition, the program's Parent Handbook must be read and a receipt signed, verifying that you understand and adhere to the policies and procedures set forth by the Montachusett Regional YMCA Child Care Program

**C. FINANCIAL INFORMATION**

**1. Fee**

Preschool cost: \$34.00 per day  
\$170.00 per week

Preschool is offered only full day (at least 6 hours) five (5) days per week.

**Payment is due one week in advance of childcare services rendered.** Childcare payments are made at the front desk under the primary parent's last name. Checks are made out to the YMCA.

Your weekly payment will remain the same each and every week throughout the year. Parents are responsible for payment on all calendar closure days and for any absences taken including vacation or illness.

Please note that children and families with unpaid balances at the Montachusett Regional YMCA Preschool Program will not be allowed to register for any Montachusett Regional YMCA programs or service until their account is current.

If a parent decides to stop services for childcare, a two week notice is required, in writing, to the child care director. Your child may be terminated without a two week notice if you have fees that are two weeks over due. Monthly statements are given to the parent on the status of their child's account. It is important to contact Laurie Sleeper if you have fallen one week behind on your payment so that we are aware of your intentions to bring your childcare account up to date.

**2. Forms of Payment**

Private Pay  
Voucher  
Income Eligible Slots (If available)

**3. Ways to Make Payments**

Payments are made at the YMCA front desk. Cash, Checks, Money Orders, and Credit Cards are welcomed. If you want to make a payment on-line with your credit card you must first provide Laurie Sleeper with your e-mail address and then you would visit our web site at [www.montymca.org](http://www.montymca.org) and follow the prompts.

**4. Late fee**

The preschool program closes at 5:30 pm. **Prompt!** \$1.00 per minute will be billed to your child's account for each minute your child is not picked up after the 5:30 p.m. closing time.

In the application we asked that parents state when their child will arrive and when their child will be picked up. Time needed for care is decided by the parent's schedule of work, school, etc. This information is needed to maintain staff/child ratios and the scheduling of staff work hours.

## **V. CURRICULUM and ASSESSMENT**

### **A. PROGRAM PLAN**

The Montachusett Regional YMCA Preschool Programs are designed to build strong bodies, minds and spirits. Activities at the YMCA are designed to put learning in the context of play and to celebrate the joys of learning and growing. They include gross motor and language activities, sensory experiences, creative expression, learning through hands-on exploration and acquisition of self-help skills. Our curriculum addresses each child's developmental needs and interests and emphasizes the YMCA character values of caring, honesty, respect, and responsibility. This individualized instruction helps each child grow and succeed. Our classes are designed to make children feel safe and comfortable while learning, exploring, socializing and enjoying themselves. Programs allow children to be social, to feel empowered and to participate in hands-on learning activities. Through our programs, young people have opportunities to test themselves through action and performance, which enables their brains to mature and help them learn how to solve problems, make sound judgments and try on broader responsibilities. By participating in a large variety of engaging activities that support all areas of development, children will be more prepared for school and older children will be more successful academically. Our programs provide safe and reliable environments for kids to select and develop new interests . . . while they have fun!

The Montachusett Regional YMCA Preschool Program provides high quality early education and care to children ages 2 years 9 months to 7 years old.

Routines create a structure for children that helps provide a framework for understanding and learning in their environment. In order to meet the developmental needs of each child, the daily schedule and curriculum vary among classrooms. Even within a single classroom, there is flexibility within the schedule to respond to the individual children at a given moment while still keeping the framework of the schedule for consistency. This is a sample daily schedule for an early childhood classroom.

6:30 – 8:00 Arrival, choice time, and Breakfast (7:15 to 7:45)

8:00 – 8:30 Gym times

9:00 – 9:15 Bathroom

9:15 – 9:30 Circle Time

9:30 – 10:45 Centers and projects

10:45 – 11:00 Story, bathroom, and lunch prep

11:00 – 11:45 Lunch

11:45 – 12:00 Bathroom/Tooth brushing

12:00 – 1:45 Quiet time/Rest time\*

1:45 – 2:00 Bathroom and snack prep

2:00 – 3:00 Stories, Special Quiet Activities/Rest time

3:00 – 4:00 Outdoor Play

4:00 – 4:30 T & Th gym time

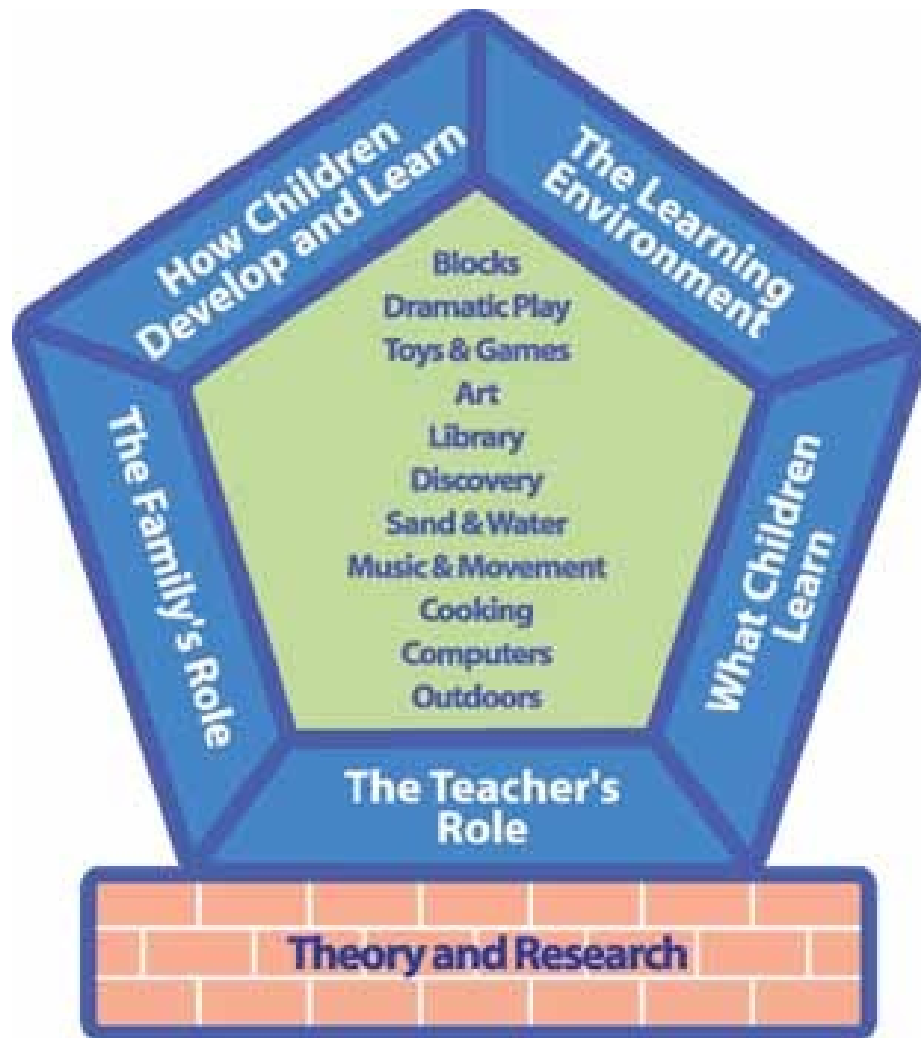
4:00 – 5:30 Centers, projects, and choice time

\*Quiet time/rest time is incorporated into the daily schedule in the early afternoon for each early childhood classroom. Although children are given the opportunity to sleep during this time, children who do not fall sleep are given quiet activities.

## **B. NAEYC'S TEN PROGRAM STANDARDS**

- 1. Relationships:** The program promotes positive relationships among children and adults to encourage each child's sense of individual worth and belonging as part of a community and to foster each child's ability to contribute as a responsible community member.
- 2. Curriculum:** The program implements a curriculum that is consistent with its goals for children and promotes learning and development in each of the following areas: social, emotional, physical, language and cognitive.
- 3. Teaching:** The program uses developmentally, culturally, and linguistically appropriate and effective teaching approaches that enhance each child's learning and development in the context of the program's curriculum goals.
- 4. Assessment of Child Progress:** The program is informed by on going systematic, formal and informal assessment approaches to provide information on children's learning and development. These assessments occur within the context of reciprocal communications with families and with sensitivity to the cultural contexts in which children develop.
- 5. Health:** The program promotes the nutrition and health of children and protects children and staff from illness and injury.
- 6. Teachers:** The program employs and supports a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.
- 7. Families:** The program establishes and maintains collaborative relationships with each child's family to foster children's development in all settings. These relationships are sensitive to family composition, language, and culture.
- 8. Community Relationships:** The program establishes relationships with and uses the resources of the children's communities to support the achievement of the program goals.
- 9. Physical Environment:** The program has a safe and healthy environment that provides appropriate and well maintained indoor and outdoor physical environment. The environment includes facilities, equipment, and materials to facilitate child and staff learning and development.
- 10. Leadership and Management:** The program effectively implements policies, procedures, and systems that support stable staff and strong personnel, fiscal, and program management so all children, families, and staff have high quality experiences.

## C. THE ORGANIZATION OF THE CREATIVE CURRICULUM FOR PRESCHOOL



## D. CLASSROOM INTEREST AREAS

- Blocks
- Dramatic Play
- Toys and Games
- Art
- Library
- Discovery
- Sand and Water
- Music and Movement
- Cooking
- Computers (child/educator resource)

The Creative Curriculum meets the Department of Early Education and Care Childhood Standards. We conclude that the classroom environment and curriculum should be fluid to meet the individual development of each child in all areas of learning. Each child will have the opportunity to build and develop a healthy language and vocabulary and to have readiness skills for reading, writing, math and critical thinking. They will learn this through group projects, unit themes, problem solving, balance of active and quiet times, exploratory play and structured times. The children will have the strong support and interaction of the educational staff. The YMCA Childcare Program offers swim lessons, gym time, outside play, field trips to Camp Lowe Monday, Wednesday, and Fridays during the summer camp season, and field trips to augment classroom curriculum. Your child must be prepared with proper clothing for any and all program activities.

## **E. CURRICULUM AND ASSESSMENTS**

The YMCA preschool uses creative curriculum for developing the individual needs of the children enrolled in our program. Observations are done on each child in all areas of their development. These observations are used to assess each child to generate a report to parents (3) three times a year with a parent conference/meeting. Teachers may also generate a classroom report which shows what curriculum ideas/plans need to be adjusted or added to meet the needs of each child in the classroom. The four areas the teacher/educator will be looking at for each child's development and learning are:

1. Social/Emotional Development  
Sense of self  
Responsible for Self and Others  
Socially Acceptable Behaviors
2. Physical Development  
Gross Motor  
Fine Motor
3. Cognitive Development (the process of knowing)  
Learning and Problem Solving  
Logical Thinking  
Representation and Symbolic Thinking
4. Language Development  
Listening and Speaking  
Reading and Writing

## **F. EARLY SCREENING INVENTORY**

Each child will have administered to him/her the Early Screening Inventory, with completion of the questionnaire by the parent/guardian.

### **1. Children's Evaluations**

The licensee shall prepare a written progress report November, February, and June. The licensee shall provide a copy of each report to the parent(s)/guardian(s) or meet with them at least during these months to discuss their child's activities and participation in the center. In addition: For children with disabilities the licensee shall complete a written progress report on child's development every three months, and provide it to the parent(s)/guardian(s).

The licensee shall bring special problems or significant developments to the parent's attention as soon as they arise. Parent(s) must submit a copy of their child's individual/educational plan if child has one, and keep copy updated.

## **G. PARENT SURVEY**

Parents must participate yearly in filling out and returning the NAEYC Parent Survey.

## **VI. POLICIES and PROCEDURES**

### **A. CHILD GUIDANCE (Behavior Management )**

Introduction: The educator is responsible for behavior management and delegation of these procedures to assistants must be with her approval. It is expected that the educator using these procedures understands the developmental level and individual needs of children in their care. The skill of the educator in perception of the total situation is crucial and means she/he is aware of the nature in relation to the child's needs and the classroom climate, including activity and schedules; physical conditions such as fatigue, illness, hunger, and other factors. It is expected that the educator using these procedures has a friendly, helpful manner and is in total intellectual control of her/his emotions. Procedures used will vary depending on different children and different situations and will be used sensitively, intelligently, and skillfully.

These guidelines are written to insure a safe and comfortable environment for learning and group living. Explanation and enforcement of the standards will be appropriate to the developmental needs of each child. When there is a behavior problem the procedures listed below will be used to encourage positive outcomes without damage to the child's sense of self-worth and self-image.

#### **Standards:**

- a. Respect self, others, childcare property/facility
- b. Children may visit the other classroom to promote and/or maintain appropriate behavior or teacher/child ratios.
- c. Problem solving:
  - State problem
  - Not okay to...
  - Acknowledge both children's feelings
  - Have each child tell each other what happened and how it made them feel
  - Ask both how the problem can be solved
  - Is the problem solved

#### **1. Teacher Helping Child Have Positive Behavior**

- a. Listening, noticing "I see you"
- b. Gentle Touch
- c. Verbalize for positive behavior "I like how you...."
- d. If negative action - say "Remember how we....."
- e. Verbal encouragement - "You are working hard on ....."
- f. Redirection of child's activity
- g. Your choice is - give two
- h. Sit near a child to comfort giving positive encouragement to facilitate rejoining class activities.
- i. Time-out for safety issues in the gym, at the water, and at the playground.

If child's unsafe behavior cannot be changed child will be removed to director's office until control is re-established, or to another classroom. Parent/guardian will be informed so that there will be follow up between preschool and home. Teachers and/or director will always be open with communication through telephone calls, notes, and conferences. If a behavior plan is needed between home and preschool one will be developed between

parent/guardian and teacher/director. With extreme behavior a child may be suspended for a day. Parent/guardian would be called for immediate pick-up.

## **2. Behavioral Intervention plan for home.**

The director, Lead Teacher, and Parent/ Guardian will meet to plan and help implement a behavioral program at home if necessary such as, but not limited to:

1. Verbal encouragement
2. Redirection techniques
3. Behavioral charts

### **B. REFERRALS**

The Montachusett Regional YMCA shall use the following procedures for referring parent(s)/guardian(s) to appropriate social, mental health, medical, and educational services for their child should the center staff feel that an assessment for such additional services would benefit the child.

#### **1. Referral Process**

Whenever any lead teacher is concerned about a child's development or behavior and feels further evaluation should be done, they will report it to the director, who will review concerns with the lead teacher.

If the director agrees, the lead teacher is to complete an observation report and review the child's record prior to making a referral, including efforts made to accommodate the child's needs and speaking with parent/guardian.

The director will maintain a list of current referral resources in the community for children in need of social, mental health, educational or medical services. The list shall include the contact person for chapter 766 and Early Intervention Program referrals.

#### **2. Referral Meeting with Parents**

The director schedules a meeting with parent/guardian to notify them of the center's concern and prepares a current list of possible referral resources.

At the meeting, the director will provide to the parent/guardian a written statement including the reason for recommending a referral for additional services, a brief summary of the center's observations related to the referral and any efforts the center may have made to accommodate the child's needs.

The director will offer assistance to the child's parent/guardian in making the referral. Parent/guardian should be encouraged to call or request in writing an evaluation. If parent/guardian needs extra support, the center may, with written parental consent, contact the referral agency the family/child is seeing, or accompany parent at a scheduled meeting.

When a child enters our program at 2.9 years of age, the director shall inform the child's parent/guardian of the availability of services and their rights, including the right to appeal, under the Massachusetts chapter 766 laws.

If a child is under the age of three, the director shall inform the child's parent/guardian of the availability of services provided by Early Intervention Programs.

### **3. Follow up to Referral**

The director will, with parental/guardian permission, contact the agency service provider who evaluated the child for consultation and assistance in meeting the child's needs at the center. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the center shall review the child's progress at the center every three months to determine if another referral is necessary.

### **4. Record of Referral**

The director/lead teacher will maintain a written record of any referrals, including the parent conference and results. A referral checklist will be kept in the child's records. Parent/guardian must submit individual educational plan if a child has one and an updated copy as this occurs.

## **C. TRANSITIONS**

### **1. Transition from Parent**

We understand young children often have difficulty with separation. We want to reassure you that we are always ready to talk to you and comfort your child. Always say good-bye with a kiss, or a hug, and a wave! Be firm, but friendly about leaving. If your child is sad or clingy, prolonging the good-bye will only make it harder on you and your child.

#### Saying Good-bye

- Be consistent
- Follow the same routine – walk in, hang up coat, children find interest area.
- Always say good-bye

We are here to help during these transition times and to help once your child leaves the program. We offer comforting words such as; "I know it's hard to say good-bye". After a couple of days, your child will get to know what to expect and the good-bye will get less difficult. Your child will pick up on your confidence about having chosen a good place for him/her to be. Please let us know if we can be of further help to make your child's transition to preschool enjoyable.

We want you to know that separation adjustment is normal and we have the experience of helping you and your child ease through this transition time.

### **2. Transitions throughout the Day**

Transitions work better when we know what to expect. By planning transitions, we can help children adjust to new settings and approach new experiences in a positive way. Throughout the day, the child will experience many transitions; some of the ways we can make those transitions easier will be greeting each child with a smile, say hi, singing songs, give warning before transitioning.

### **3. Transitioning a Child within the Program**

When a child is transitioning from one classroom to another within the preschool setting, the parent will be a component of that decision. If the parent is in agreement, a letter of intent will be written as to when the transfer will occur. The parent will be reminded that information between the child's classrooms will be shared to assist the Educator of that child's individual needs. With the parents' understanding of the transfer, the child will spend many short periods of time in the transitioning classroom to help him or her to adjust. Children from existing classroom will also take part in the student's transition process.

### **4. Transitioning Between Programs**

When a child is transitioning from Preschool to the School Age Program, the child will tour with/without their parent and meet the staff. The child will have the opportunity to ask questions of the staff and interact with the current children. The parent will meet with the School Age Director to complete the intake process. Every effort will be made to make the transition smooth. The parent will be reminded that information between the child's classrooms will be shared to assist the Educator of that child's individual needs.

## **D. TERMINATION and SUSPENSION POLICY**

### **1. Termination from YMCA Childcare**

Parents must inform the Montachusett Regional YMCA Preschool Program in writing two weeks in advance if they are withdrawing their child from the program. Parents who fail to do so will still be liable for payment for the two week notice after the center has been notified. The YMCA reserves the right to terminate services with a two-week advance notice to families. When the health, welfare and safety of other children are at stake, the YMCA reserves the right to suspend or terminate services immediately. Possible reasons for suspension and/or termination of a child from the YMCA Child Care Center include:

- Inappropriate behavior by child, considered to be harmful to your child, educators or others (Families are still liable for payment for days suspended due to inappropriate behavior.)
- Inappropriate behavior or language by adult family members, considered to be harmful to your child, educators or others (Families are still liable for payment for days suspended due to inappropriate behavior.)
- Chronic tardiness at drop off/ pick up time
- Chronic absenteeism
- Overdue fees
- Other, as determined and discussed with the Director

Warnings and/or suspensions are used before termination is instituted when possible. Incidents will be documented and shared with parents when possible. A reasonable effort is made to work with the family prior to termination. Documentation of all referrals that are recommended for or requested by the parent is kept in the child's file.

When a child is terminated from the program, the educators must prepare the child for termination in a manner consistent with his/her ability to understand, when possible. If a child's departure is so sudden the teachers may write the child a simple note of good-bye mailed to the child. Suspension will not be for punishment or to circumvent the referral requirements and will not be in violation of the ADA.

### **2. Plan to avoid suspension or termination**

The director/lead teacher will meet with parents/guardian to discuss options for improving situation before suspension or termination. Such options being redirection, pointing out positive behavior, behavior charts, as well as referrals. At the meeting the parent/director and lead teacher will go over results of documentation and

the follow-up plans that were implemented to improve the situation. In the event, with referral, professional consultation, and or classroom intervention the situation does not improve, termination procedures can follow.

## **E. THINGS YOUR CHILD MAY NEED FOR PRESCHOOL**

- Backpack
- Extra clothes to leave in cubby: shirts, pants, socks, underwear
- Lunch (no drinks are necessary and limit snacks)
- Swim day: Wear bathing suit on scheduled swim days, and bring a towel and under clothes.
- Nap Time: Blanket and crib sheet (to cover rest mat) to be brought home on Fridays for laundering, brought back Monday.
- Toothbrush in a closed toothbrush container. You must sign a waiver if you do not want your child to participate.
- Outerwear: Ready to play outside in all types of weather, especially cold/wet weather; have a hat, mittens, boots, and warm coat.
- **Please, no toys brought from home.**

## **F. DROP-OFF POLICY**

To ensure a child's safety at drop-off, family members and other authorized adults must walk the child into the child's classroom or assigned area, sign the child in on the appropriate form, and make sure that an educator is aware that the child has joined the group. Children will not be allowed to be signed in when a class is doing a transition. (Ex. while walking to/from park, to the pool, walking to get bus for camp). In order to ensure the safety of all of the children in our YMCA Program, the Montachusett Regional YMCA has added a locked security door to access the child care area. Each family is issued coded key cards to access the floor. Please, do not open the door for any adults or children unless you are completely certain that they are families of enrolled children or YMCA educators. If you are not positive that an individual should have access to the floor, please refer the individual to the director.

Attendance will be taken throughout the program hours. Educators will note any unusual arrival or departure times. All programs will repeat attendance procedures at times of transition (i.e., going to the playground, lunch, etc.)

Students need to arrive by 9:00 a.m. daily

## **G. ABSENCES**

If a child is to be absent from the YMCA Preschool program, the parent must call prior to the child's usual scheduled arrival at the program. If your child is absent on his/her scheduled day, the parent is still responsible for payment for early childhood services. The parent may be contacted in the event that a child does not arrive at the YMCA and previous notice has not been given. We request that all children arrive by 9:00 a.m. so that they can benefit from participation in circle time and classroom curriculum.

## **H. AUTHORIZED PICK-UP POLICY**

Prior to the child's enrollment in the YMCA Preschool, the parent or guardian must complete a Pick-Up Authorization Form. If a child is to be picked up by someone other than an authorized person, the Center must be notified in writing. Parents or designated persons picking up children must come in the building and sign the child out. For your child's safety we will not allow your child to leave the site without an authorized person. Please have picture identification available. **All persons authorized must be 16 years of age and carry an ID.**

Please be aware that if an educator suspects you have been consuming alcohol/drugs, you will be asked to have someone else pick-up your child. Your child will not be released to anyone believed to be under the influence.

## **I. LATE PICK-UP POLICY**

All employees' scheduled hours revolve around the program's closing time. On certain occasions, when a parent must be late, the YMCA has established these firm policies:

- Parents must call the YMCA to let us know what time they will expect to arrive if they anticipate being late.
- Parents will be assessed a \$1.00 per minute until child is picked up. A late fee charge will be added to the parents' bill. Cash is not accepted.

• In the event of consistent tardiness, a case conference will be convened to discuss possible alternatives. Consistent cases of tardiness may result in your child's termination from the program. In the event that the YMCA does not receive a prior phone call from the parent, the following procedures will be immediately implemented:

- A YMCA educator will contact parents for instructions. If contact cannot be made, a YMCA educator will call the people on the emergency contact list to arrange pick-up. The late pick up fee will still be required.
- If by 1 hour after closing, contact cannot be made to the child's parent or emergency contact people, a call will be placed to the Police Department as well as the Department of Children and Families Emergency Unit to report an abandoned child. Educators will then follow instructions given by DCF as to what further arrangements are necessary. Parents will be informed to contact DCF for further instructions upon arrival if after this process has been implemented.

## **J. Closure Policy**

If the YMCA building closes due to a state of emergency in Fitchburg, it will be announced on the radio station WEIM AM 1280.

If the YMCA building is going to close early because of potentially unsafe weather conditions it will be announced on the above radio station and/or parents will be contacted to inform them that we will be closing early.

If we are unable to operate due to loss of any of our utilities it will be announced on the above radio station that the YMCA is closed and why, or if parent arrives at childcare and we cannot stay open, parent will be informed of the situation. Parent will be called by telephone if we need to close the building during the day and children are here.

## **K. EMERGENCY PROCEDURES**

Children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings and stomach upsets will be treated by educators who have received First Aid training, taking note of specifications on the child's health form. Educators will fill out Accident forms (within 24 hours) and give a copy to parents, retaining the original copy for the Program's records. Parents will be informed of all first aid given to their child. If their child's symptoms persist, parents will be asked to pick up their child.

In case of a major emergency such as broken bones, puncture wounds, etc.; the child will be taken by ambulance to the nearest emergency medical facility. Health forms on file will include child and parent information, emergency numbers when parents cannot be reached and a medical release to seek treatment if parents cannot be reached.

These policies have been reviewed by the Health Care Consultant.

Emergency Telephone numbers are posted at the YMCA front desk and in the childcare director's office. Emergency procedures are posted in Directors office on bulletin board by the telephone.

**Emergency numbers include:**

911                                      Poison Control center  
Fire                                        Health Care Consultant  
Police  
Hospital

**Accident Procedures: Follow First Aid Training**

**1. In case of illness/accident not requiring emergency transportation, but child still needs to go home and/or to the doctor:**

- Teacher brings the child to the office where director or teacher stays with the child.
- Director or teacher calls parent/guardian and explains illness or accident and has child picked up.
- If parent/guardian cannot be reached the director or teacher will call a person from the emergency pick up list on the child's application.

**2. In case of illness/accident requiring emergency transportation**

- Follow First Aid/ CPR Training - Call 911
- Administer aid as needed immediately. If child can be moved bring to directors office. If child cannot be moved bring other children to another classroom.

**When Outside**

- Teacher remains with class
- Assistant teacher brings child to office and director or assistant teacher stays with child.
- Follow the directions above #1.

**When Outside on Field Trip**

Class always travels with a telephone, first aid kit, emergency numbers, and the emergency child care form for each child.

Follow First Aid/CPR Training

- Is it an illness/accident requiring parent pick-up to go home, and or to see a doctor
- Administer aid as needed immediately and have other staff call 911, parent/guardian and director at YMCA
- Staff person after making emergency calls rejoins group.

**3. Evacuation Procedures**

- When fire alarm sounds, children stop playing and follow the teacher quickly and quietly. Children do not stop for belongings or coats. Teacher takes daily attendance sign-in/sign-out clipboard that is always with class.
- Teacher leads the children out of the building following Plan A or Plan B (posted in each classroom) to the nearest designated assembly place outside.
- Class walks towards Prichard Street or towards Elm Street, whichever is closer to the exit door of the YMCA building.
- Assistant teacher checks classroom and bathroom, closing each door. Assistant teacher follows class out of the building.
- Director assures everyone is off floor and doors are closed.

- At the meeting place, teacher takes attendance, using clipboard; taking a head count and then calling out each child's name that is signed in for that day.
- Do not let anyone in the building until all clear is given
- If weather necessitates, the children will be brought to the Armory on Wallace Avenue.
- All staff will remain in ratio until emergency is cleared, other staff replace them, or children are picked up by parent/guardian
- Parent/guardian will be notified if emergency causes relocation.

#### **4. Accident Reports**

Parent/guardian is given a copy of the accident report within 24 hours or by the next day child care program is open.

If a child needs out patient emergency care, in-patient hospitalization or 911 is called due to serious injury while in program care, a report will be written and EEC will be informed/called as soon as possible.

#### **5. Injury Prevention Plan**

Daily, the teachers will inspect the childcare rooms and all areas used by children for hazards. The director and teachers will supervise immediate removal of serious hazards and inform maintenance director of needed repairs. Staff persons noting or receiving reports of hazards must immediately inform director, or remove hazards, or keep children out of the area of hazards until corrected. A log of injuries (accident reports) is maintained in the director's office.

#### **6. First Aid Supplies**

First Aid boxes are located at the front desk, pool, and the childcare director's office. Each classroom has a portable first aid kit and Camp Lowe has a first aid office.

### **L. TRANSPORTATION**

For field trips children will be transported by a contracted bus or in the YMCA's school bus van. If a child is transported in a YMCA school bus van the appropriate restraints will be used for the weight and age of the child. Staff will always carry with them their class notebook of information. Included in notebook, but not limited to, will be: Daily attendance sheets and emergency forms for each child. Permission must be granted by parent/guardian to transport for a field trip. Parent/guardian will be responsible for their child's transportation to and from the childcare program. With parent /guardian permission a public school bus may pick up / drop off for the public school class their child attends.

### **VII. HEALTH CARE POLICY**

**Complete Health Care Policy is posted in the Child Care Office**

#### **A. MEALS - MENU POSTED**

We will provide children with:

Breakfast: 6:30 – 7:45 a.m.  
Snack: 2:00 p.m.

Parents must provide lunch for their child, we will supply the milk for lunch and all drinks throughout the day. We will not heat up or microwave any lunch. Hot/cold containers work well.

## **1. Nutritious Lunch Suggestions**

Montachusett Regional YMCA Preschool Program will work with parents to help ensure that the children's nutritional needs are being met in accordance with USDA requirements. Parents are required to provide a nutritious lunch for their child and asked to follow the guidelines below. We suggest the following items for when your child needs to bring a lunch and/or snack. A nutritious lunch would include something from all four-food groups (fruit, vegetable, protein and a grain product ). The YMCA will ensure that nutritious snacks are provided for children. In addition the YMCA will follow parental or physician's orders in relation to special diets. Please label all food and beverage containers with the child's name. All unused food will be sent home daily.

## **B. CHILDREN'S ALLERGIES**

Any allergies to medications, foods, chemicals or other materials **MUST** be listed in the "Allergies" section of the child's information form. Please include any reactions and treatments of the allergies. This information will be placed on a master list and posted in the kitchen, lunch room, classrooms, and the director's office. Educators will be informed of children's allergies and instructed to avoid these products. Staff will have immediately available to them at all times any medicines a child may need to have for medical conditions needing immediate response or treatment.

## **C. INFECTION CONTROL**

Hand washing: Staff will wash hands immediately upon arrival for work. Staff and children shall wash hands with soap and running water and dry with paper towels at least before eating or handling food, after using bathroom, after touching bodily fluids and discharges, after handling center animals and their equipment, and after cleaning. Director will monitor staff to insure hand washing procedures are followed.

- Toilets, sinks, floors, water fountains, and mops shall be cleaned daily with professional disinfectant.
- Tables are washed with a bleach solution; 1 tablespoon bleach per gallon of water. Before eating and after eating food or doing cooking projects the table will be washed with soap and water then with bleach solution.
- Fabric toys, paint shirts, and dramatic play clothing shall be washed and dried monthly or as needed in YMCA machines. All furnishing and equipment shall be immediately washed if in contact with any body fluids. All staff must be trained in blood pathogens and infectious disease control, and wear gloves appropriately in treating accidents. Disposable gloves will be provided and must be used. Mats and blankets will be washed weekly.

## **D. COMMUNICABLE DISEASES**

Children with suspected or diagnosed communicable/contagious diseases are excluded from the childcare program. Child may return to the center with physician note and with permission from the Director.

A child suspected of having a communicable disease is isolated from the other children in the child care center. The parent or designee is called to take the child out of the center within a reasonable amount of time. Parent/guardian work location will be considered.

The center will immediately be cleaned and disinfected if normal cleaning and exclusion procedures are not adequate for suspected disease.

All parent(s)/guardian(s) will be notified in writing if their child has been exposed to a contagious/communicable disease. All staff will be informed when a child has been excluded due to suspected contagious disease.

The Director may require a physician's opinion before readmitting a child to the center. The director is responsible for exclusion and re-admittance of a child suspected of having a contagious/communicable disease. The director's decision will include consideration of teacher's, parent(s)/guardian(s), and medical professional's opinion.

## **E. EXCLUSION POLICY**

**The Director reserves the right to exclude an ill child even with Physicians note to return.**

Only children who are in good health may be brought to the center. All children will be observed upon arrival for any potential health concerns. Children may not be left at the center if they have experienced any of the following symptoms within the previous 24-hour period:

1. Fever of 101 – Children sent home with a fever in the middle of the day may not return to school until they have been fever free with out medication for a 24 hour period.
2. Diarrhea – 2 or more instances close together may be assumed to be contagious unless determined by a doctor not to be so.
3. Vomiting
4. Pronounced or persistent coughing.
5. A contagious condition of any kind, including but not limited to strep, flu, respiratory infection, conjunctivitis, infectious rash, hepatitis, chicken pox, measles, mumps, scabies, lice, etc., unless accompanied by a physician's note indicating that the child is able to return to a group setting.
6. Unable to keep up with the pace of the day.

When a child develops signs of illness during the day, a parent will be called and will be expected to pick up their child as soon as possible. In the meantime the child will be made comfortable in a quiet, supervised location away from other children.

The Director will use the "Health in Day Care" manual along with the Center's Health Care Consultant or the child's physician to determine whether an infectious disease is present and the length of time the child must be excluded. The YMCA is not licensed for the care of ill children.

In some instances, a physician's certificate of good health may be required before a child will be allowed to return.

### **1. Signs of Illness Determining Exclusion from the Center**

- Suspicion of any reportable or contagious disease or condition including head lice, scabies, ringworm, impetigo, chicken pox and conjunctivitis.
- Diarrhea, vomiting, high fever, earache causing pain, suspicious rash or sores, persistent pain, persistent or deep cough, wheezing, constant runny nose or any signs child is unusually sick or tired.
- Inability to participate in normal group activity even after a period of rest and separation from group.
- The director will make the decision of exclusion.
- 24 hours on medication may be needed for some diseases before returning.

## F. MILDLY ILL CHILDREN

- Mildly ill children may rest in a quiet area of the childcare room for a period of time under the supervision of an adult if staff and daily schedule allow.
- A mildly ill or temporarily ill child may be moved to a separate space, e.g., office and cared for by EEC qualified teacher; provided with food, drink, a rest area, and quiet play materials if appropriate.
- Care for mildly ill children can be provided only for short periods of time until child can rejoin group or parent(s)/guardian(s)/designated adult arrives to take child home.

## G. MEDICINE PROCEDURES

**Parent must provide a “standard measuring device” which will be used to administer medication to their child.**

### 1. Medicines given at home:

Parent/guardian must inform center of any medications a child is taking at home or has taken prior to coming to center in case of any health or 911 emergency situations. **The first dose of any medication must be given at home so the child can be monitored for reaction. This includes medication prescribed/and taken before.**

### 2. Prescription Medication:

We will administer prescriptions that are prescribed for greater than twice daily.

We will administer medication only with written permission from physician, made out in the child’s full name and kept in the original prescription container.

### 3. Non-Prescription Medication:

Non –prescription medication cannot be administered without a written order from child’s physician. Permission to administer non-prescription medication form is included in the application and is valid for one year from date signed by physician and parent/guardian. Parental consent to administer oral non prescription medication must be renewed weekly; one week count also includes the weekend. Non-prescription medication must come in the original bottle with instructions and the child’s full name written on the container.

## H. INDIVIDUAL HEALTH CARE PLAN

This is for children with chronic health conditions:

- Peanut Allergies
- Asthma
- Bee Allergies
- Other

An individual health plan will be written in collaboration with the child’s physician, parent and center which will cover the following areas.

- Symptoms
- Treatment
- Side effects

- Consequences of failure to treat
- Training staff

The document will be in child's file with authorization to administer medication form.

## **I. AUTHORIZATION TO ADMINISTER MEDICATION**

The authorization to administer medication form must be completed by parent/guardian and dated in order for staff to administer any medication. All medicines given must be logged by staff giving the medication. If parent/guardian has not filled out the medicine authorization form, an attempt will be made to contact the parent/guardian before medication is administered, unless the child needs the medication urgently, or when contacting the parent/guardian will delay appropriate care. The parent/guardian will be notified in writing of any medication that is given if they can not be reached by telephone. This form will be available upon request.

### **1. Staff Administering Medications: Five Rights of Medication Administration**

#### **Read label (3) three times:**

1. Right Medication: Check label, Check authorization form
2. Right Child: Ask child his/her name; ask another adult for the child's name.
3. Right Time: Check authorization form for time to be administered.
4. Right Dose: Check Authorization form for right dose, check label on box.
5. Right Route: Be aware of correct route: oral, rectal, other.

(When possible parent/guardian must administer medication at home)

### **2. Recording Administered Medications:**

- A. Recorded on Authorization to Administer Medication form.
- B. Recorded in medicine logbook
- C. A & B signed by staff administering the medicine. Left over medicine or outdated medicine will be returned to parent/guardian. In the event a child leaves the program and the parent cannot be reached, we will discard medication with the advice of DPH.

## **VIII. PREVENTING CHILD ABUSE AND NEGLECT**

### **1. Child Abuse and Neglect**

Teachers and childcare workers are mandated reporters. They must report instances when there is reasonable cause to believe a child is suffering from physical or emotional abuse, suspicion of sexual abuse or neglect. Mandated reporters will not be liable in civil or criminal action because of submitting a report.

### **2. When to be alarmed**

If a child has repeated bruises or injuries, acts unusually fearful or passive, behaves in a particularly destructive or aggressive manner, is inadequately dressed for the weather, wears dirty, torn clothing all the time, is without supervision for long periods, misses school regularly, is always hungry, listless, lacking energy, and emaciated looking.

When parent/guardian has trouble controlling an explosive temper, suffers from stressful situations over long periods of time, has unrealistic expectations of good behavior from the child, misuses drugs or alcohol, is unable or unwilling to provide the child with the basic necessities for food, shelter, clothing or need for love and affection so important to healthy social development.

**TO REPORT CALL DEPARTMENT OF CHILDREN AND FAMILIES (formerly DSS) 9:00-5:00 AT 978-353-600 OR 1-800-922-8169**

**The procedure for handling suspected incidents of institutional child abuse or neglect is as follows (in addition to above)**

Institutional abuse or neglect at this agency will be reported to the Director and followed up by direct contact with the family by the social worker.

Any employee suspected of abusing or neglecting a child may be removed from any direct care with children. The employee in question will meet with childcare director and executive director, so that a written report may be done of the incident(s) in question. The report will be signed by the employee, the childcare director and by the executive director.

Institutional child abuse and neglect of any sort are cause for immediate dismissal.

Upon knowledge of an incident involving institutional abuse, a 51 A will be filed, and the Department of Early Education and Care will be notified. During an on-going investigation, the childcare worker will not be working.

## **IX. PARENTS RIGHTS AND RESPONSIBILITIES**

### **A. PARENT PARTICIPATION**

Parents are encouraged to visit their child's classrooms at anytime, have lunch with their child, volunteer, and be involved in the center, and with other parents through various activities and group meetings.

The Childcare Director is in charge of keeping all records up to date with all needed documents as specified by EEC and to follow through with helping parents with any needed referrals with parent's permission.

### **B. PARENTS RIGHTS**

Chapter 28A, section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgation rules and regulations governing the operation of day care centers (including separate nursery schools).

In accordance with this law, the Department of Early Education and Care published the requirements now in effect on September 19, 1997. Licensee must comply with these regulations in order to ensure a **minimum** level of care for the children served by the day care center and /or nursery school.

The licensee (day care center director) is required to inform parent(s) of "the rights of parents" as stated in regulations at the time of admission to their center.

#### **1. Parent/Guardian Conferences**

The licensee shall make the staff available for individual conferences with parent/guardian at parent/guardian request and official conferences are scheduled at least twice a year.

#### **2. Parent/Guardian Visits**

The licensee shall permit unannounced visits by the parent/guardian to the center and their child's room while their child is present. The YMCA preschool has an open door policy to parents/guardians.

#### **3. Parent/Guardian Input**

The licensee shall have a procedure for allowing parent/guardian input in the development of center policies and programs. If the center does not adopt a suggestion made by a parent/guardian the licensee shall provide an explanation to the parent/guardian as to why the suggestion was turned down. If the parent/guardian requests a written response, the licensee shall respond in writing to the parent/guardian. Parents/Guardians are encouraged to join the Childcare Committee, which meets every 3<sup>rd</sup> Wednesday of the month at 5:00 p.m. Parents/guardians may request information in languages other than English

#### 4. Information Required by the Office:

Parent(s)/Guardian(s) are responsible for updating child's records as needed. Physicals and immunization sheets in application must be updated yearly. Lead test must be updated yearly until child is 4 years old. Involved in the regulatory process, the licensee shall make available to the Department of Early Education and Care any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. Authorized employees of the Department of Early Education and Care shall not remove identifying case material from the center's premises and shall maintain the confidentiality of individual records.

1. Parents can contact Early Education and Care (EEC) for compliance history with EEC Regulations
2. **All licensees have a copy of EEC State regulations on the premises of the center and EEC State regulations shall be made available to any person upon request.**

#### 5. Confidentiality and Distribution of Records:

Information contained in a child's record shall be privileged and confidential. The licensee shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without written consent of the child's parent(s)/guardian(s). The licensee shall notify the parent(s)/guardian(s) if a child's record is subpoenaed.

The child's parent(s)/guardian(s) shall, upon request have access to his/her child's record at reasonable times. In no event shall such access be delayed more than two business days after the initial request without the consent of the child's parent(s)/guardian(s). Upon such request for access the child's entire record regardless of the physical location of its parts, shall be made available. The licensee shall establish procedures governing access to, duplication of, and dissemination of such information: and shall maintain a permanent, written log in each child's record indicating any persons to whom information was obtained in a child's record, in whole or in part shall upon each instance of dissemination or release, enter into the log the following; his name, signature, position, the date, the portions of the record which were disseminated or released, the purpose of disseminated or released. Such log shall be available only to the child's parent(s)/guardian(s) and center personnel for record maintenance.

- The licensee shall, within one week after the conference, render to such parent(s)/guardian(s) a decision in writing stating the reason or reasons for the decision. If his decision is in favor of the parent(s)/guardian(s), he shall immediately take steps as may be necessary to put the decision into effect.

#### 6. Amending the Child's Record:

- b. A child's parent(s)/guardian(s) shall have the right to add information, comments, data or any other relevant material to the child's record.

- c. A child's parent(s)/guardian(s) shall have the right to request deletion or amendment of any information contained in the child's record. Such request shall be made in accordance with the procedures described below:
- If such parent(s)/guardian(s) is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the child's record, he/she shall have the right to have a conference with the licensee to make his/her objections known.

## **7. Transfer of Records:**

Upon written request of the parent(s)/guardian(s) the licensee shall transfer the child's record to the parent(s)/guardian(s), or any other person the parent(s)/guardian(s) identifies, when the child is no longer in care.

## **C. CHILD CARE COMMITTEE**

Members consist of parents, childcare director, school age director, executive director, YMCA board members, and community members. Meetings are held every third Wednesday of the month at 5:00 p.m. for approximately one hour. The agenda is developed to address the needs of the childcare programs and the families served in our community. Parent volunteers and the directors are the liaisons to all parents enrolled in the child care programs. Interested parents/guardians should contact the directors to volunteer on the committee.

## X. CODE OF CONDUCT

*YMCA of the USA's*  
Child Abuse Prevention  
**CODE OF CONDUCT**  
**Montachusett Regional YMCA**

In order to protect YMCA staff, volunteers and program participants at no time during a YMCA program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.

1. Staff should never leave a child unsupervised.
2. Rest room supervision: Staff will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the rest room while children are using the room. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site locations. Always send children in threes (known as the rule of three), and whenever possible, with staff.
3. Staff should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.
4. Staff shall not abuse children in any way, including:
  - physical abuse – striking, spanking, slapping and so on;
  - verbal abuse – humiliating, degrading, threatening, and so on;
  - sexual abuse – touching or speaking inappropriately;
  - mental abuse – shaming, withholding kindness, being cruel, and so on;
  - neglect – withholding food, water, or basic care.

No type of abuse will be tolerated and may be cause for dismissal.

5. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
6. Staff will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, and so on. Questions or comments will be addressed to the child or parent in a non-threatening way. Staff will document any questionable marks or responses.
7. Staff will respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.
8. Staff will respect children's right not to be touched or looked at in ways that make them feel uncomfortable, and have their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
9. Staff will refrain from intimate displays of affection toward others in the presence of others, parents and staff.
10. Staff is not to transport children in their own vehicle outside of program activities or allow youth participants old enough to drive to transport younger children in the program.
11. Staff must appear clean, neat, and appropriately attired.
12. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
13. Smoking or use of tobacco in the presence of children is prohibited.
14. Possession or use of any type of weapon or explosive device is prohibited.

15. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
16. The use of cell phones in locker rooms or to take pictures of program participants is not allowed.
17. Staff may not take pictures of program participants without supervisors' permission'
18. Profanity. Inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited,
19. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes.
20. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
21. Staff should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
22. Staff may not date program participants under the age of 18.
23. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
24. Staff is to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
25. Staff is required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
26. Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity and will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

**MONTACHUSETT REGIONAL YMCA  
PRESCHOOL 2009 - 2010 CALENDAR**

<u>MONTH/YEAR</u>	<u>WORK CALENDAR</u>
<b>2009</b>	
July	Closed July 3rd Open 22 days
August	Open 21 days
September	Closed Sept. 7 & 8 Open 20 days
October	Closed October 12 Open 21 days
November	Closed November 26 & 27 Open 19 days
December	Closed December 24 & 25 Open 21 days
<b>2010</b>	
January	Closed January 1 & 18 Open 19 days
February	Closed February 15 Open 19 days
March	Open 23 days
April	Closed April 19 Open 21 days
May	Closed May 31 Open 20 days
June	Open 22 days

One all day training date for staff will be announced. Parents will be notified prior to closing date.

## **Resource Referral List**

Fitchburg Department of Human Resources	978-343-9556
Department of Children and Families (formerly DSS)	978-353-600
WIC Program (0-5 years Food vouchers/nutrition Education	978-345-6272
Leominster Health Alliance Hospital Com. Health Education	978-466-2340
Burbank Health Alliance (Family Health Center/Dental Services)	978-665-5820
Multi Service Center, Leominster	978-537-7395
Community Partnership of Fitchburg (childcare vouchers)	978-343-2118
Child Care Resources (Day care listings and vouchers)	978-343-7395
Department of Early Education and Care	1-617-988-6600
Fitchburg Public Library Hours #978-342-6471 Youth #	978-345-9637
Salvation Army (food/clothing)	978-342-3300
Community Action (food/clothing)	978-342-8617
Catholic Charities (food/clothing)	978-343-4879
American Red Cross (shelter)	978-537-3339
Fitchburg Housing Authority (shelter)	978-343-2760
Fuel Assistance (heat)	978-342-4520
Unitil (Fitchburg Gas and Electric Heat)	1-888-301-7700
Poison Control Center	1-800-682-9211
Women's Resources	978-537-2306
Children's Aid and Family Services (counseling center)	978-345-4147
Lipton Center: Mental Health	978-534-6116
Evening Emergencies	1-800-977-5555
Family Advocate (parent support group)	978-466-8387
You Inc. Behavior Management, parenting, stress, abuses	
University of MA Medical Center, Department of Developmental And Behavioral Pediatrics (birth to 3 & 3 to 5)	1-508-856-3028
Father's Group MSPCC (discipline, stress, time management)	1-508-767-3082
MSPCC, Abuse and neglect of children	1-800-775-0275
LUK Crisis Center, Inc. (adolescent & families)	978-345-0685
Parents Apart Program (court approved for parents divorcing)	1-508-756-4646
Fitchburg Spanish Council Inc.	978-345-1882
Early Intervention Program (birth to 3 years referral)	978-534-6116
Fitchburg Special Education Office (3 years and up)	978-345-3209
Or call Special Ed. Department in the city or town you reside in.	
Special Education Parent Advisory Council (meet monthly)	1-508-753-2425
Learning Disabilities Association of MA (Information, referrals, written materials)	1-781-891-5009
Parents may ask the Special Education Department of the city or Town you reside in for a copy of the Special Education "Chapter 766 Regulations" done by MA Department of Education	

## **NOTES**

**Your child will be placed in the \_\_\_\_\_  
classroom.**

**Swim day is on: \_\_\_\_\_**

**Teacher: \_\_\_\_\_**

**Assistant Teacher: \_\_\_\_\_**

**All Children must be here by 9:00a.m. If you are going to be late, you  
must call stating what time you will be arriving on that day!**

## **Parent/Guardian Statement of Understanding and Receipt Slip**

The following information is important for the safety and protection of your child. Please read the information, sign this form.

I understand my weekly fee and agree to pay this amount by the date it is due. I understand that payments are due by Monday. I understand that payments are due regardless of whether I have received a bill. I understand that I must give the YMCA written notice of 14 days prior to any changes in my child's schedule including withdrawal from the program. I will be responsible for tuition payments during this time.

I understand that YMCA staff and volunteers are not allowed to baby-sit or transport children at anytime outside of the YMCA program.

I understand that I am not to leave my child at the YMCA or program site unless a YMCA staff person is there to receive and supervise my child.

I understand that my child will not be allowed to leave the program with an unauthorized person. If a child is to be picked up by someone other than an authorized person, the program must be notified in writing or phone call, which the caller must use the families' pass word. All individuals who are not known by the educators on duty must provide photo identification that the educator will match up with the authorization forms.

I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, educators may have no recourse but to contact the police. Please do not put educators in a position where they have to make this judgment call.

I understand that the YMCA is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I have my copy of the Montachusett Regional YMCA Preschool Program policies and procedures. I agree to familiarize myself and my child with the information contained in this booklet and understand it constitutes the policies and guidelines of the YMCA Preschool Program.

I have read and understand the statements above, as well as in the Parent Handbook and agree to abide by them.

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**Parent/Guardian Printed Name**

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**Parent/Guardian Signature**

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**Child's Name**

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**Date**