



Y SCHOOL AGE™

We build strong kids, strong families, strong communities.

Parent Handbook

Licensed by the Department of Early Education and Care

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STATEMENT OF PURPOSE

The YMCA serves a range of socioeconomic and cultural backgrounds. The YMCA program does not discriminate on the basis of race, religion, color, gender, national origin, cultural heritage, marital status, disability, or political beliefs in our intake process.

The school age program service children ages 5 through 12. (Child 5 years old must be enrolled in kindergarten)

Program Philosophy

Our goal is to provide a variety of both quiet and active periods to be enjoyed by the children enrolled in the YMCA's school age program. Activities are conducted both individually and within a group under the supervision of a caring and trained staff.

Staff are chosen and trained to provide a safe, interesting, and nurturing environment for the age group to which they are assigned. Age appropriate rules and activities are designed to meet the specific needs of the children enrolled in the program.

The Health and Safety policy is designed to prevent the spread of contagious disease, promote health, and provide guidance in the event of emergency or accident.

All food provided meets the nutritional requirements of the Child Care Program.

Parents are strongly encouraged and reminded to visit classes at anytime; volunteer, and to be involved in the program and with other parents in the program through various activities and group meetings.

GOALS OF THE AFTERSCHOOL PROGRAMS

To support and strengthen the family unit focusing on:

- Improving communication among family members
- Increasing the ability to work and play together
- Helping families to share their values with each other
- Increasing their sense of community with other families
- Helping families increase their economic stability

To help the child develop their fullest potential, focusing on:

- Self-awareness, confidence and feelings of self-worth
- Interpersonal relationships
- Development of values
- Academic achievement
- Physical skills
- Health and nutrition

To deliver the program in a positive YMCA environment of safety, support, and care focusing on:

- Having all children be safe and happy in the program.
- Broadening the community, national, and world understanding of children.
- Conducting the program in accordance with YMCA operating principles and philosophy.

SCHOOL AGE REFERRAL POLICY

If any teacher has concerns about the physical, or emotional well being of a child or feels that a child should be placed in a special education program, the following procedure will be implemented.

- 1The teacher will inform the director of his/her concerns.
- 2The Director will observe the child, and if he/she feels that a referral is necessary, the director will meet with the parents of the child to discuss these concerns.

MEDICAL / DENTAL/ VISION PROBLEMS

The YMCA will not refer the parent to a specific doctor or dentist. We will recommend that the parent bring the child to their own physician or dentist. If the family does not have a doctor or dentist we will refer them to an agency that will assist the parents in finding care.

If you would like information about free or low-cost health care coverage available to Massachusetts residents, please call the MassHealth Customer Service Center at 1-800-841-2900.

counseling.

Medical / vision / dental problems even after a parent conference has been held, The Director

The following agencies are available at:

Child Care Resources Multi Service Center
54 Main St. Suite 001
Leominster, MA 01453
537-7395

Children's Aid & Family Service Inc.
1480 **John Fitch Highway**,
Fitchburg, MA 01420
978-343-7395

EMOTIONAL & BEHAVIORAL PROBLEMS

If a child has severe emotional or behavioral problems and is not already in a Special Education program, the director will meet with the parents. With their permission, the director will refer the child to the Special Education Department of the child's school district. After evaluation by the special education department, who will report their findings to the child's parents and the after school director, the child may be placed in a special education class and /or behavior modification class. Children who do not qualify for special education may be referred to agencies such as:

The Lipton Center
255 Main St
Fitchburg, MA 01420
978-343-6957

Children's Aid
& Family Services
1480 John Fitch Highway
Fitchburg, MA 01420
978-343-7395

RESOURCE REFERRAL LIST

Fitchburg Department of Human Resources

718 Main Street
978-345-9556

Fitchburg Special Education Office

376 South Street
978-345-3209
Call Special Education office in your district.

Child Care Resources of Children's Aid & Family Service Inc.

1480 **John Fitch Highway**,
Fitchburg, MA 01420
978-343-7395

Lipton Center

45 Summer Street

Leominster, MA 01453
978-534-6116
Hot Line: 1-800-977-5555
Access Leominster: 978-537-6039

Early Intervention Program

98 Maverick Street
Fitchburg, MA 01420
978-345-5307

Early Intervention Program

(For Referral)
100 Erdman Way
Leominster, MA 01453
978-840-9354 / 978-537-0956

If a child is at least 2.5 years of age parents may ask for information on 766 Special Needs state law.

Multi Service Center

54 Main St. Suite 001
Leominster, MA 01453
978-537-7395

HealthAlliance Behavioral Health

275 Nichols Rd
Fitchburg, MA 01420-1919
(978) 665-5860

Department of Children & Families

978-466-1500

Department of Early Education & Care

1-617-988-6600

CRISIS HOTLINES

Children at Risk: 1-800-792-5200

Parental Stress Line: 1-800-632-8188

Family Counseling Center, Fitchburg: 978-345-4147

MSPCC, Abuse/Neglect (children) 617-587-1500

ORGANIZATIONAL CHART

BOARD OF DIRECTORS

EXECUTIVE DIRECTOR

**CHILDCARE DIRECTOR SCHOOL AGE DIRECTOR SITE
COORDINATOR**

**AS-K
AS-III**

AS-I

AS-II

**GROUP LEADER
GROUP LEADER**

GROUP LEADER

GROUP LEADER

**ASSISTANT
ASSISTANT**

ASSISTANT

ASSISTANT

**VOLUNTEERS
VOLUNTEERS**

VOLUNTEERS

VOLUNTEERS

C-1

C-2

GROUP LEADER

GROUP LEADER

ASSISTANT

ASSISTANT

VOLUNTEERS

VOLUNTEERS

AS = Afterschool
C = Cleghorn

PARENT INFORMATION

Chapter 28A, Section 10 and subsequent amendments to the General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating and enforcing rules and regulations governing the operation of child day care centers (including nursery schools), and school age child care programs.

These regulations, 102 CMR 7.00, establish minimum standards for operation of group day care and school age child care programs in the Commonwealth. The regulations require certain things of licensees (child care program owner) in regard to their work with parents. A summary of the required parent information, rights, and responsibilities follows.

Parental Input: The licensee must appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

Meeting with parents: In group day care programs, the licensee shall assure that the administrator or his designee meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the program and meet the staff before the child's enrollment.

Parent Information: The licensee must provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical service for children; the termination of suspension policy; a list of nutritious foods to be sent for snacks or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medication, and, upon request, a copy of the complete health care policy; a copy of the fee schedule, and in school age child care, the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook".

Parent Conferences: The licensee must make staff available for individual conferences with parents at your request.

Progress Reports: At least every six (6) months the licensee should meet with you to discuss your child's activities and participation in the program. The licensee will prepare a written progress report for your child, will provide a copy to you, will maintain a copy of the report in your child's file. If your child is an infant or a child with disabilities, you should receive a written progress report at least every three (3) months. Program staff must bring special problems or significant developments, particularly if they regard

infants, to your attention as soon as they arise.

Parent Visits: You have the right to visit the center and your child's room at any time while your child is present.

Children's Records: Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.

Access to your child's record: You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two (2) business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's records, and must maintain a permanent, written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the center's records.

Amending your child's record: You have the right to add information, comments, data, or any other relevant materials to the child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.

Transfer of Records: When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request.

Charge for Copies: The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

CURRICULUM

The School Age Program offers swimming, gym time, outside play, arts & crafts, food preparation activities and occasional age appropriate movie time with discussion. A wide variety of age appropriate books are always readily available for leisurely and group reading. A designated homework completion time is provided when the children arrive at the program. Staff is there to support the children and help them with any school assigned homework and / or projects. Children in the School Age program develop language and reading skills through available reading materials and other various social activities.

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.

PROGRAM RESPONSIBILITIES

Providing Information to the Office: The program must make available any information requested by the Office to determine compliance with any Office regulations governing the program, by providing access to its facilities, records, staff and references.

Reporting abuse or neglect: All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

Notification of injury: The licensee must notify you immediately of any injury which requires emergency care. The licensee must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

Availability of EEC Regulation: The program must maintain a copy of regulations, 102 CMR 7.00: Standards for the Licensure or Approval of Group Day Care and School Age Child Care Programs, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, ask the center to show them to you.

ENROLLMENT PROCEDURES

The After School Director will meet with the parent prior to admitting the child to the program. The parent will be asked to have the child to be enrolled in the program present for the meeting.

At the meeting, information regarding the program will be provided to the parent. The application and information packet will be completely reviewed and handed over to the parent and the child.

Parents are encouraged to visit classes at anytime, volunteer, express any concerns or grievances, and to be actively involved in the program through various activities and group meetings.

Discharges are initiated by an Enrollment/Discharge form stating the circumstances of the discharge. A discharge will be made by the after school director if the program is unable

to meet the child's developmental, emotional, or behavioral needs. It will be discussed with the parent and any other agencies that may be involved with the child. This may need to be done in order to place the child in a more suitable program that will meet the child's specific needs.

The after school director is responsible for maintaining current records and all necessary documentation as specified by the Department of Early Education and Care. The director will follow through with social service referrals with the parent's awareness and permission.

Waiting lists are kept for all families interested in the program. Families must give a two-week written notice prior to removing their child from the program or changing enrollment in the After school program.

The after school program is open until 5:30 PM Monday through Friday. There will be a charge of \$1.00 per minute after 5:30 PM if a parent is late picking up the child.

TRANSITIONING A CHILD WITHIN THE PROGRAM

When a child is transitioning from one classroom to another, the parent and child are informed and the child and parent will tour the new classroom and speak to the staff. The parent will be reminded that information between the child's classrooms will be shared to assist the staff of that child's individual needs.

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 staff of that child's individual needs.

SWIMMING

Children in the School-Age program will swim on Fridays from 3:30p – 4:30p.

TOOTH BRUSHING

It is our belief that good hygiene will contribute to overall good health. The Department of Early Education and Care (our licensing agency) is requiring that all children in child care, who stay longer than 4 hours or eat a meal while in child care, will brush his or her teeth. *This will apply during our full days.*

To comply with this regulation the YMCA will purchase toothbrushes and toothbrush covers for each child. We will also be providing toothpaste. Each child's name will be

written on the toothbrush and cover.

If your child becomes ill, it is suggested that you replace your child's toothbrush, also after three months of brushing it should be replaced.

If you do not wish to have your child brush his or her teeth here at the YMCA, you must sign a waiver stating your wishes. This is an EEC regulation.

FEE SCHEDULE

The after school program will be on a work calendar only. The weekly payment will remain the same each and every week throughout the year, including vacation weeks or vacation days even if your child does not attend. You are responsible for **all** payment fees for the entire time your child is enrolled in the program, whether or not your child attended. This includes Occasional Care. There will be **NO EXCEPTIONS**. Payments for childcare are due two weeks in advance of services rendered.

PROGRAM **FEE**

TRANSPORTATION

Before School (only) week 6:30 a.m. – start of school	Limited Transportation provided	\$35.00	per
After school (includes Before School if needed) \$135.00 per week 1.45 p.m. - 5:30 p.m.	Limited Transportation provided		

Note: *We accept Child Care Vouchers and DCF Referrals*

Please be reminded that you must call the YMCA whenever your child will not be attending the program. Please send a message to your child's school teacher, the YMCA front desk, or the after school coordinator.

If a child is absent without prior notification from the parent, the head teacher will obtain that child's file and call those numbers included on the emergency form. Calls will first be made to the child's school, the parents' home, the parents' place of employment, and so on until the whereabouts and safety of the child is ascertained.

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. 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 staff. If you are not positive that an individual should have access to the floor, please refer the individual to the director.

AUTHORIZED PICK-UP POLICY

Prior to the child's enrollment in the YMCA School Age program, 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.

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.
- 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.

TELEPHONE NUMBERS:

Fitchburg Police 978-345-4355
Department of Children and Families 978-353-600
Emergency Foster Care 1-800-442-3033

CLOSURE POLICY

If the YMCA building closes due to a state for 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.

SCHOOL AGE CARE ABSENTEE POLICY

If your child does not attend for three (3) days per week or incurs ten (10) absences per month and we have not heard from you, your child's slot will no longer be reserved . Slots are state contracted from Child Care Resources, the Department of Public Welfare, DCF, and those on all other fee arrangements private and subsidized. The YMCA has waiting lists for all classrooms and your child's slot will be given to another family if it is not being used.

Please be reminded you are responsible for payment of fees for the entire time your child is enrolled in the program, whether or not the child has attended.

If you have any questions, please call Lenny A. Rivera, the School Age Director, at (978) 343-4847 ext 216 Lrivera@montymca.org

For billing questions contact Laurie Sleeper at 978-343-4847 x208 - Lsleeper@montymca.org

DISCIPLINE POLICY

Expectations:

We expect the participants to comply with the rules of the YMCA programs in order to maintain a safe and comfortable environment for learning. The rules are appropriate for the age level of the children. They are clearly explained are understandable to the children. If a child does not conform, to the rules, emphasis will be put on making positive changes in behavior.

1. During transportation in a YMCA vehicle seat belts will be made available and their use is required for all children. Please respect the driver's concentration of the road. Such

- behavior promotes safe transportation.
- 2.Children will remain supervised both in and out of the building.
 - 3.Respect for others, respect for yourself, and respect for your environment is expected.

If behavior does not meet the above expectations, the following procedures will be taken in the order listed:

- 1.The teacher in charge will, conference with the child in an attempt to correct inappropriate behavior. If the conference proves unsuccessful, a change of environment may be necessary followed by removal from the group.
- 2.If the inappropriate behavior persists, the teacher will report to the director and re-evaluate the procedures in item 1.
- 3.Parents will be informed and asked to cooperate if the inappropriate behavior continues. If parents or teachers so desire, communication between the parent and the YMCA will be made at any time.
- 4.If necessary, to protect the safety of the children and the educational climate of the program, the director may ask parents to keep the child out of the program until behavior shows improvement.
- 5.If a child continues to be a persistent behavior problem (3 or more incident reports for behavior) after steps 1-4 have been utilized it may be necessary to terminate the child from the program. All terminations are immediate. A conference may be requested with the director and parents following termination.

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 or neglect. Mandated reporters will not be liable in civil or criminal action because of submitting a report.

Employee and volunteer workers at the Montachusett Regional YMCA are expected to report suspicion of abuse or neglect to their immediate director who will handle all reports to the Department of Children and Families.

Staff will become 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 at all times, is without supervision for long periods of time, misses school regularly, is always hungry, listless, lacking energy, and emaciated looking.

Staff will also be concerned when a parent 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 adequate supervision, or shows inadequate concern for the child's need for love and affection so important to healthy development.

The procedure for handling suspected incidents of INSTITUTIONAL CHILD ABUSE OR NEGLECT is as follows (in addition to the above):

Institutional abuse or neglect at this agency will be reported to the director and followed up by direct contact with the family, Social Services, and to the Department of Early Education and Care.

Any employee suspected of abusing or neglecting a child will be removed from any direct care with children until the Department of Children and Families' investigation is completed and for such further time as the Department of Early Education and Care requires.

The employee in question will meet with the director so that a written report of the incident(s) in question may be filed. The report will be signed by both the employee and the director.

Institutional child abuse or neglect of any sort is cause for immediate dismissal.

VACATION DAYS POLICY

On vacation days parents must provide transportation to and from the YMCA for their children. The after school will run a full day program (6:30-5:30). **Parents must provide a lunch, bathing suit and towel, and adequate outdoor clothing on these days.**

AFTERSCHOOL PROGRAM -- SNOW DAY POLICY

When school is canceled for the day the YMCA will have a full day (6:30-5:30) program for children in the after school program. Parents must transport their children to the YMCA and must pick them up. On such days children should **bring a lunch, bathing suit and towel, and appropriate outdoor clothing to the YMCA.** In the case of extreme weather conditions where the YMCA is closed the radio stations WEIM (1280am) and WXLO will announce the closing early in the morning.

The YMCA will not provide transportation on days of early dismissal due to weather. Children must come to the YMCA on a school bus or parents must arrange transportation. Otherwise, children will go home directly from school and parents should make arrangements for the supervision of their children.

HEALTH AND SAFETY POLICY

This policy has been reviewed by a Massachusetts licensed physician.

Emergency telephone numbers are posted at the YMCA front desk, in both the childcare and after school director's office, and at all after school sites.

Listed emergency numbers include: ambulance, fire, police, hospital, poison control center, health care consultant, schools and bus company.

The designated adult available for the emergencies when one teacher is alone with a group is the front desk employee.

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.

ACCIDENT/ILLNESS PROCEDURES:

A. In case of illness not requiring emergency transportation:

- 1.The teacher brings the child to the office where the director or teacher stays with child.
- 2.The director or teacher calls the parent, explains illness, and has parent come to pick up the child.
- 3.If parent cannot be reached, director or teacher calls individuals on emergency childcare form and follows procedure 2.

B. In case of illness or accident requiring emergency transportation:

- 1.Teacher brings the child to office where the director or teacher administers first aid as indicated. If child cannot be moved remaining children are located to another classroom.
- 2.911 is immediately called while above procedure is taking place.

C. If outside:

1. Teacher remains with class.
2. Assistant teacher brings child to the office where director or assistant teacher stays with the child.
3. Director or assistant teacher calls parents, explains illness, and has parent come to pick up the child.
4. If parent cannot be reached the director or assistant teacher calls individuals on emergency childcare form and follows procedure 3.

D. Emergency treatment outside:

1. Teacher administers first aid as necessary.
2. Teacher assistant calls 911.
3. Teacher assistant calls director at YMCA.
4. Teacher assistant returns to class.

E. Fieldtrip emergency procedure:

1. Class always travels with a first aid kit, emergency numbers, and an emergency childcare form for each child.
2. Teacher administers first aid as necessary.
3. Teacher assistant calls proper emergency numbers and director at YMCA.
4. Teacher assistant returns to assist teacher and class.

MEDICINE PROCEDURES:

1. Parents must sign authorization in order to have medicine administered by staff and must bring the original bottle including doctor's instructions for prescription and non-prescription medication.
2. Staff with the authority to administer medicines are the director and teacher.
3. Staff administering medicine reads the label three times:
 - *when medicine is removed from shelf or refrigerator
 - *before medicine is administered to child
 - *when procedure is documented in log book
 - **All medicine administered is recorded in the medicine logbook kept in director's office.**

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.

INJURY PREVENTION PLAN

- 1.The director and staff will inspect each classroom, sites, and any areas used by the children daily for hazards. The director will supervise removal of hazards and inform the maintenance director of any needed repairs.
- 2.An injury log (accident reports) is maintained in the director's office.
- 3.Parents are given a copy of the accident report on the day of the occurrence or as soon after as possible. Also, a copy of the report is placed in the child's file.

FIRST AID SUPPLIES

First aid kits are kept in the child care director's office and at the YMCA front desk. A first aid kit is taken whenever a class leaves the YMCA or other site. The staff member administering first aid must complete a YMCA accident report form.

SIGNS OF ILLNESS DETERMINING EXCLUSION FROM THE CENTER:

- 1.Suspicion of any reportable or contagious disease or condition including head lice, scabies, ringworm, impetigo, chicken pox, or conjunctivitis.
- 2.Diarrhea, vomiting, high fever, earache, suspicious rash, wheezing, constant runny nose, or any signs that the child is unusually sick or tired.
- 3.Inability to participate in normal group activities, even after a period of rest and separation from group.
- 4.The director will make the decision of exclusion.

MILDLY ILL CHILDREN:

- 1.Mildly ill children may rest under the supervision of an adult, in a quiet area of the

classroom for a period of time. This is contingent on the daily schedule and staff availability.

2. A mildly or temporarily ill child may be moved to a separate space, (e.g., office) and cared for by an EEC qualified teacher. The child may be provided with food, drink, a rest area, and quiet play materials if appropriate.
3. Care for mildly ill children will take place until child can return to the group or until a parent/designated adult arrives to take the child home.

EVACUATION PROCEDURES:

1. When the fire alarm sounds, children must stop playing and follow the teacher quickly and quietly. Children do not stop for belongings or coats. The teacher takes the sign-in/sign-out clipboard that is always with the class for attendance purposes.
2. The teacher leads the children out of the building, following plan A or plan B (posted in each classroom) to the corner of Prichard and Wallace Avenues.
3. The class walks to the corner of Prichard and Wallace Avenues.
4. The assistant teacher checks the classroom and bathroom, closing each door. The assistant teacher follows the class out of building.
5. At the meeting place, the teacher takes attendance using the class clipboard.

CHILDREN'S ALLERGIES:

Allergy information is posted in each classroom and is specific to the children in that room. Special diet instructions are posted in the classroom and the kitchen.

INFECTION CONTROL:

1. Hand washing -- Staff and children shall wash hands with soap and running water: before eating or handling food, after using the bathroom, and after touching bodily fluids and discharges, and after cleansing. Director will monitor staff to ensure hand washing procedures are followed.
2. Toilets, sinks, floors, water fountains and mops shall be cleaned daily with professional disinfectant.
3. Tables should be washed daily with bleach solution (1/4 cup bleach/gallon of water).

COMMUNICABLE DISEASES:

1. Children with suspected or diagnosis communicable or contagious diseases are excluded from the child care program.
2. A child suspected of having a communicable disease is isolated from the other children in the child care center. The parents or designee will be called to take the child out of the center.
3. The center will immediately be cleaned and disinfected if normal cleaning and expulsion procedures are not adequate for suspected disease.

4. All parents 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.
5. The director may require a physician's opinion before the re-admittance of a child to the center. The director is responsible for the exclusion and re-admittance of a child suspected of having a contagious/communicable disease. The director's decision will include consideration of teachers', parents', and medical professionals' opinions.

TRANSPORTATION PLAN

I) All public school children are transported by public school busses (bus pass may be needed) when schools are dismissed for the day. A staff member greets the children at the following stops:

- McKay: Corner of Prichard Street and Wallace Avenue
- Crocker: Corner of Prichard & Wallace Avenue
- Reingold: Cleghorn Square Branch YMCA
- Memorial: Mart bus will transport to Cleghorn Square Branch
- South Street: Cleghorn Square Branch
- Longsjö: Top of the steps of Longsjö School

II) Before School Program: All schools are transported by public school busses in the morning.

After school staff are trained in the following procedures when transporting children in a YMCA vehicle:

- All children will be seat belted in appropriate seats. Non-driving staff will monitor noise level and behavior in the vehicle so that the driver will not be distracted.
- If inappropriate behavior or noise level escalates, staff is instructed to pull vehicle to the side of the road and use appropriate positive discipline techniques to improve the immediate situation.
- If situation continues, the staff has been instructed to return to the YMCA.
- After school vehicles are not to be refueled while children are in the vehicle.
- All YMCA vehicles have passed the Massachusetts State Inspection regarding the transportation of children.
- Portable first aid kits are in all of the YMCA vehicles. Children's emergency files are present in all YMCA vehicles.

TRANSPORTATION PROCEDURE FOR FIELD TRIPS

- Within walking distance from YMCA the ratio of teacher to children is 1 to 10.
 - a. Portable first aid kits accompany all groups.
 - b. Children's emergency files are also taken on any excursion from the building.
- If the trip is in driving distance, the first group of children will be accompanied by the number of teachers needed to remain at the field trip site in order to assure the safety

of the children: the ratio is also 1 to 10.

a. The children waiting to be transported from the YMCA to the field trip site are cared for by the number of teachers needed to assure their safety within the YMCA: the ratio is 1 to 13.

- Portable first aid kits are in all of the YMCA vehicles. Children's emergency files are present in all YMCA vehicles.

TRANSPORTATION

BEFORE SCHOOL PROGRAM

- Parent drops off child at YMCA.
- Fitchburg Public school bus provides limited transportation to the child's school. (bus pass may be needed)

AFTER SCHOOL PROGRAM

- Fitchburg Public school bus provides transportation from the school to the YMCA. (bus pass may be needed)
- Parent picks child up from the YMCA by 5:30 p.m.

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.

e placeYMCA PlaceTypeAfter-School Closings and Full Days

Monday 9/7/09	Labor Day	Closed
Monday 10/12/09	Columbus Day	Closed
Tuesday 11/3/09	Teacher Professional Day	Full Day
Wednesday 11/11/09	Veteran's Day	Full Day
Wednesday 11/25/09	Thanksgiving Recess	Full Day
Thursday 11/26/09	Thanksgiving Day	Closed
Friday 11/27/09	Day After Thanksgiving	Closed
Thursday 12/24/09	Christmas Eve	Closed
Friday 12/25/09	Christmas Day	Closed
Monday 12/28/09	Christmas Vacation	Full Day
Tuesday 12/29/09	Christmas Vacation	Full Day
Wednesday 12/30/09	Christmas Vacation	Full Day
Thursday 12/31/09	Christmas Vacation	Full Day
Friday 1/1/10	New Years Day	Closed
Monday 1/18/10	Martin Luther King Day	Closed
Monday 2/15/10	Presidents Day	Closed
Tuesday 2/16/10	Winter Vacation	Full Day
Wednesday 2/17/10	Winter Vacation	Full Day
Thursday 2/18/10	Winter Vacation	Full Day
Friday 2/19/10	Winter Vacation	Full Day
Friday 4/2/10	Good Friday	Full Day
Monday 4/19/10	Patriots Day	Closed

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.

Parent/Guardian Printed Name

Parent/Guardian Signature

Child's Name

Date

