



Licensed Care Parent Handbook

GLACIAL COMMUNITY YMCA • www.glcymca.org

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About Us

Our Mission

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

Philosophy

The Y nurtures potential. We believe that everyone should have the opportunity to learn, grow and thrive. Our goal is to develop a positive self-image, foster a joy of learning, and expand understanding to assist children in forming rewarding social relationships for years to come. The development of desirable attitudes, healthy habits and skills is the end result. All programs will integrate character development standards into daily operations.

Licensing

The Y is annually licensed by the State of Wisconsin. We are licensed through the Department of Children and Families Division of Early Care and Education. Our licensed care operates with the highest standards regarding health, safety, personnel selection, and facility maintenance. Each program has on display the DCF-251 Licensing rules, license, and most recent licensing inspection report for Group Day Care Centers. Our summer day camps display DCF-252 Licensing rules, license and most recent licensing inspection reports for the Camp. These are available upon request for review and references.

YoungStar

Licensed programs are annually certified by YoungStar, Wisconsin's child care quality rating and improvement system. YoungStar is a program created by Wisconsin's Department of Children and Families. YoungStar is devoted to helping create quality programs for the families of Wisconsin and quality care for the children in those programs. Technical consultants visit sites to assist and rate the programs.

Accreditation

As of August, 2012, the Child Care Center became accredited by the National Accreditation Commission (NAC) for Early Learning Leaders. The National Accreditation Commission promotes professionalism and program quality in early childhood care across the nation.

Christian Emphasis

We value the varying faiths that are present at our programs, and encourage students to discuss their beliefs and concerns with each other and their teachers. We place an emphasis on Christian values (through a Non-Denominational atmosphere) and the Y of the USA Character Development Program, which focuses on the four core values: caring, respect, responsibility, and honesty. Students will grow independently as they learn how to demonstrate these values in interactions with others, their environment, their community, and with themselves. When appropriate, activities will be encouraged to encompass cross cultural awareness and acceptance of others. Respect will be demonstrated for all individuals and beliefs.

Statement of Faith

George Williams founded the YMCA in 1844 as a place of prayer and Bible study for the young men working in London who had migrated from rural England to find jobs. Seven years later, Thomas Valentine Sullivan, working as a marine missionary, formed the first U.S. YMCA at the Old South Church in Boston. From our rich heritage of strong Christian values and message, the Y has expanded into an organization that looks very different today than it did when our founding fathers first started.

The Glacial Community Y Association continues our focus on all three areas of the original triangle - Spirit, Mind, and Body. We choose to be an Association that strongly promotes the overall health of the individual, equally addressing all areas; intentionally offering spiritual development as part of our service to the community.

Our focus on the Spirit begins as a staff who exercise compassion, love, and respect for all. This culture of 'loving like Christ' is visible throughout our organization.

Beyond this you'll find us praying for each other, our programs, and our members. You will find that we point our children to the love and compassion of Jesus Christ. You'll know of our commitment to the plans God has for each of us and our Y as we begin our meetings with a devotional thought, often including a prayer and the occasional reference to Scripture.

While our roots are based in the Christian faith, we are absolutely open for all. Our strength lies in the way we live out our Christian principles each and every day with everyone we serve. We seek to honor the rich heritage of the Y and its Christian mission in all we do.

We hope you will join us in keeping that mission central, the 'C' in our Y visible, and our hearts open to all.

Leadership

Successful programming relies on the leadership of our staff. These staff spend time with our students each and every day. We are proud of our talented staff's leadership and dedication to serve as positive role models in the various program activities. Each year, men and women are selected who have a passion and sincere interest in and concern for the well-being of children and our environment. All Y staff (or volunteers) who interact with the students have a full background check completed prior to beginning their work with children of any age. A period of intense training provides our staff with the skills necessary for teaching, which includes: inclusion, group work, CPR/AED, first aid, child abuse and neglect prevention, communication, program activities, Abusive Head Trauma Prevention, Sudden Infant Death Syndrome training, policies, procedures, and more.

Admission

Child-to-Teacher Ratios: Child Care (These ratios reflect state licensing rules and regulations)

Children's Age	Min. # of staff to children	Max. # of children in a group
Birth to 2	1:4	8
2 - 2 ½ Years	1:6	12
2 ½ - 3 Years	1:8	16
3 - 4 Years	1:10	20
4 - 5 Years	1:12	24
5 - 6 Years	1:18	32

Child-to-Teacher Ratios: Y-Care (These ratios reflect state licensing rules and regulations)

Children's Age	Min. # of staff to children	Max. # of children in a group
4 - 5 Years	1:13	24
5 - 6 Years	1:17	34
6+ Years	1:18	36

Child-to-Teacher Ratios: Summer Day Camp

(These ratios reflect state licensing rules and regulations)

Children's Age	Min. # of staff to children
4 - 5 Years	1:6
5 - 6 Years	1:12
7+ Years	1:18

Non-Discrimination

The Y is committed to providing equal opportunities and does not discriminate by race, color, sex, age, sexual orientation, national origin, religion, creed or differing abilities. The Y will do its best to provide a service for translation/language difficulties if requested by a parent. Refer to The Y delegation of authority for additional needs or services.

Inclusion Statement

The Y believes that all people have the right to take an active role in the Y community through participation and/or contribution.

We will try to accomplish this by developing universally designed activities and opportunities. We believe people with varying abilities share a common healthy spirit. We are confident that our Y can strengthen the foundations of community through a commitment to both the value and practice of diversity. We recognize that inclusion is a process which will grow, develop and become more effective through the efforts of staff, volunteers, membership and the greater community.

Members and program participants who come to the Y with varying abilities are encouraged to contact us to help identify opportunities that can be offered. It is the intent of the Y to include people of varying abilities to the extent that appropriate service and care can be provided.

The Y welcomes all children. If your child has unique needs that require a more specific type of accommodation, please schedule a meeting with the leadership, a minimum of 4 weeks prior to attending program, so we can identify the most effective ways of serving your family.

Personal Belongings

All children's belongings should be labeled with first and last names. Because of activities, indoor and outdoor as well as arts/crafts, children should wear clothing that is appropriate for the weather, movement and messy work. Staff is not responsible for lost, stained or soiled clothing, or any other personal belongings that are lost or damaged. We will provide programming items unless otherwise requested. Parents should send child with all items they will need for school and weather appropriate clothing for outdoor play.

Media Release

At various times throughout the year we will be taking photographs or videos of children for educational and decoration purposes (i.e.: photos on bulletin boards.) Please be aware that we will allow parents to photograph or video during special performances/events. In the event that we would publish a photograph or video (i.e.: program guide, brochures, or newspaper) we would refer to the registration agreement indicating permission.

Registration and Schedule

Enrollment

Enrollment forms should be completed online or, if needed, you may pick up a paper copy from the Child Care Billing Office. Forms must be submitted on the Tuesday, or earlier in the week, prior to the child starting. There is a two-day minimum enrollment per week (see page 11 for full enrollment details). Enrollment is not guaranteed, as space may be limited due to state licensing requirements. Parent handbooks are available online for all licensed programs.

Children's Records

Children participating in a program must have the following forms completed and submitted upon the child's registration: **(Children who do not have all forms completed and submitted prior to the first day will not be permitted to attend the program).**

- Registration & Intake Form **(This form must be updated annually for all children enrolled. Parents will be expected to keep the information current.)**
- Registration Agreement
- Liability Waiver
- Current Immunizations
- Sunscreen and bug spray waiver and policy (kept on site and will be verified with parents)
 - o Child Care families: Verified with parents in October and February during enrollment.
 - o Y Care families: Verified with parents in January for Y Care and 4K programming.
- Health Form (Child Care)
- Initial Schedule

Parents have access to all documentation and also medical log journal entries on their child. Refer requests to a staff member of your program.

Keeping Child Information Current

It is important that parents keep the office apprised of changes in contact numbers – home, work, and cell – as well as changes of address and/or email addresses. We will also need:

- Updated emergency contact numbers.
- Changes in authorized pick-up persons.
- Pertinent medical or educational information.

Confidentiality

All children's records will be maintained by staff to insure confidentiality of all personal information. Parents, or persons authorized in writing by parents, may access children's records and reports upon request. Only other agencies with legally authorized access will be able to review records. Staff and volunteers will maintain all information in a confidential manner. In addition, information regarding child's needs will only be shared with staff that are responsible for the individual.

Schedule Change

All schedule changes must be requested in writing to Child Care billing four weeks prior to the change. The Y reserves the right to deny changes based on availability. Schedule changes must be submitted in writing. If you need to discuss schedule changes, please call The Y at 262-567-9622.

Attendance Policy

Authorized Pick-Up Persons

Your child will not be allowed to leave with another person unless we have been notified in writing prior to pick-up. This person must be a responsible adult. In order for a person to be placed on the Authorized Pick-Up List, the person must be at least 18 years old and present a valid photo ID.

Please note that staff are trained to keep the children's safety in mind at all times. Staff may call emergency contacts and/or the local authorities if they believe:

- Parent/pick-up person appears too ill to drive
- Parent/pick-up person has been drinking alcoholic beverages
- Parent/pick-up person appears under the influence of any type of drugs

If the child care provider feels the adult in question is not in a condition to be driving, the following options are available:

- Offer to call other authorized adult to pick up the child.
- Call 911 if the adult is aggressive, threatening, or refuses alternative pickup.
- Care of the child will be discontinued if the situation happens repeatedly.

Although we understand that these could be uncomfortable situations, our main concern is the safety of all of the children and families. If a parent denies or refuses an alternative pick-up person, we reserve the right to refer the situation to the authorities. The program will honor all court orders on custody matters

Valid Photo ID

Anyone picking up a student must have a valid photo I.D. To be a valid ID, the ID card must have, at a minimum, a visible picture and first and last name. Please be prepared to show your ID each day to pick up your child or children. We will not release any child to an individual who is not authorized to pick up your child.

Sign-In and Authorized Pick up People

A parent/authorized pick-up over 18 must accompany the child into the program and **MUST** record the child's attendance on the roster and sign them into the program. A parent/authorized pick-up must sign the child out of the program.

Be prepared to show your I.D. at any time during pick-up.

The sign in/sign out data will include the child's birth date and the arrival and departure times. A child will not be allowed to leave the program with someone other than a parent or authorized pick-up.

Teachers will maintain responsibility for every child in their care at all times while signed into the program. In addition, parents must inform teachers of special instructions for the day.

Absence Policy

It is imperative that we are notified if your child will not be attending the program on a normally scheduled date. Please notify us as soon as possible at 262-567-9622 or the specific site phone number of the off-site location. Alternatively, emailing the program or classroom of absence is sufficient.

When calling, please state your first and last name and your child's first and last name. Please notify the Y Staff of any communicable illness your child may have as well. If you do not call our staff, we will call within one hour of your typical arrival time to see if you will be attending.

Late Pick-Up

Our program is licensed and staffed until 6:00 pm. A late fee of \$1.00 per minute, per child will be charged for every minute after 6:00 pm that your child is not picked up.

If staff has not been contacted by 6:00 pm, the emergency contacts will be called. If no one can be reached and your child is not picked up by 6:30 pm, the local authorities will be called.

If you are running late, please call the contact number provided (Child Care Office or specific site cell phone) in advance so we can plan appropriate staffing and reassure your child. Chronic late pick-ups may result in termination from the program.

Releasing the Child in a Custody Situation

If there is a custody situation, the program is legally bound to respect the wishes of the parent with legal custody. The Y staff may ask for a certified copy of the most recent court order. As the child's caregiver, it should be made available.

If there is no court order, the program will not accept responsibility for deciding which parent has legal custody.

The program may tell the enrolling parent that the program will not be able to care for the child unless both parents agree as to who is allowed to pick the child up and at what days or times.

Payment, Financial Aid and Scholarships

*****Payment must arrive at the Y by the due date or it is considered late*****

- Parents may request a copy of the fee schedule and all payment records pertaining to their children.
- Fees are due on a biweekly schedule for Child Care & Y-Care. Fees are due on a weekly schedule for Camp. A \$10.00 per day late fee may be assessed. **Credit Card or Bank Draft is the required form of payment for Child Care, Y-Care, and Camp.** You may choose to pay in advance by check if you prefer, but you must still have a current draft form on file. Checks should be made payable to the Glacial Community YMCA. Returned checks will result in a \$15.00 charge.
- Throughout the school year, Y-Care families will be required to make equal payments, based on the school year calendar. Payments and rates take into account vacations and days off during the school year and are the average cost of the program for the year divided into each billing period. Families will be billed for Thanksgiving, Winter, and Spring breaks, as rates take those breaks into account. Once tuition is paid, no refunds will be given.
- Credits will **not** be issued for sick or missed days.
- Registration fees: For Child Care, \$75 due before starting. For Y-Care & Camp, a \$50 first child, \$10 for each additional child, and first tuition payment is due before starting. Registration fees are non-refundable & non-transferable.
- Parents with more than one child enrolled in the program will receive a 10% discount on second and subsequent children. Discounts do not apply between different programs. Your discount will be credited to the lesser value amount due.
- Enrollment is based on the number of days, according to registration. All families will set a regular weekly schedule and are required to pay for 2 days/week as a minimum. We do not offer daily or hourly rates.
- Due to enrollment and scheduling at sites, switching days can only be approved by the Program Director and will be granted when space is available. Schedule changes must be approved by the Billing Office and/or Program Director four weeks prior to change. Without proper notification, families will be billed the regular enrollment rate based on regular weekly schedule.
- Written notice to the Director of the program the child is attending is required for any cancellations withdrawal. Any cancellations/withdrawal from programs must be given 4 weeks in advance.
- Tax information is available upon request by phone or by filling out a request form. Allow two-weeks for processing. All requests should be submitted to the Child Care Billing Office.
- If an account is delinquent in adhering to required payment amounts and/or deadlines, your child/ren will be suspended from the program until the account is paid in full.
- The Y works with a collection agency for unpaid balances.
- A late fee of \$1/minute/child will be charged at the end of the program and any late fees will be applied to your next draft payment.

- Additional fees may apply for field trips
- Additional fees/registration apply for School's Out & Early Release programs.

Financial Assistance and Scholarships

The Y offers financial assistance to parents to help offset the cost of child care. However, we require participants to contact their local county Human Services Office to determine eligibility for WI Shares first. If eligible, the Y requires authorization to verify the amount that they will pay for. The family is required to pay in full until the authorization has been given. After authorization is understood, the family will be required to pay the appropriate co-pay on the indicated draft dates.

If your family does not qualify for assistance through the state, the Y welcomes you to apply for our financial assistance program. The Y provides financial assistance for families in need through contributions to our Annual Campaign. A sliding fee scale will be used to determine eligibility. Please contact the Y for additional information regarding this program.

WI Shares Funding

If authorization for WI Shares is granted, families are responsible for full payment for services provided. Families are responsible for any remaining balance due by the assigned due date.

Families agree upon receipt of this handbook that it is their responsibility to adhere to the following payment requirements for their child to attend any Y program:

- I agree to initiate payment to the YMCA from MyWICildCare EBT EDGE by the 2nd of every month for the full month prior to care being rendered by calling 1-877-201-7601 or logging into www.ebtedge.com.
- I agree to ensure that all Parent Share (formerly called co-payment) amounts are paid via draft by the required deadlines and understand a late payment fee of \$10 per week will be assessed.
- I am aware that my authorization may change or expire and I will be held responsible for payment of full tuition until authorization increases or is reinstated.
- I understand no refunds will be provided for any amount paid from MyWICildCare EBT EDGE.
- I understand that if I am delinquent in adhering to required payment amounts and/or deadlines, my child will be suspended from program until account is paid in full.
- I am aware that the YMCA program is based on enrollment. As a result, fees are due regardless of whether my child attends.
- I understand I must provide a 4 week advanced written notice to the Director of the program and the Child Care billing office for any cancellations/ withdrawal/ schedule changes.
- I understand MyWICildCare EBT EDGE cannot be used for: alternative lunches, Child Care fieldtrips, School's Out Days, Middle School Transport, or any other Y unlicensed care program.
- I understand that a late fee of \$1/minute/child will still be charged at the end of program and that any late fees will be applied to my next draft payment (fees incurred will not be covered by WI Shares).

For additional information and site specific EBT/EDGE numbers please see our website www.glcymca.org

Education & Developmental Policy

Program and Planning

The program's curriculum helps to ensure that children are exposed to activities and opportunities that will prepare them for success in school and into the future. Staff will provide children with experiences which promote all of the following:

1. Self-Esteem and Self-Image Development

- Maintain staff and child interactions which are warm, nurturing, and compassionate.
- Provide materials which support the child's progress and meet developmental level.
- Encourage each child to develop his/her own independence and problem-solving skills through the use of classroom materials and experience.
- Maintain a consistent, predictable daily routine.
- Plan activities that are consistent with the child's development, interests, experiences, ethnicity, and cultural backgrounds. Cultural diversity will be evident in programs, supplies, snacks, and meals.
- Use positive communication between adult-to-child and child-to-child interaction.
- Stress importance of process, not product, and that each child is valued for individual achievements.

2. Social Interaction

- Through creative play experiences.
- Through planned family activities.
- Through group time.
- Through teacher-directed planned activities.
- Through interaction at the meal table.
- Through music, song, and finger play.
- Through community programs and field trips designed to provide social interaction with outside sources when possible.

3. Self-Expression and Communication Skills

- Group story time in which children participate.
- Readily available books.
- Show and tell.
- Teacher-directed activities.
- Creative play experiences.

4. Creative Expression

- Readily-available access to creative art materials and creative play equipment.
- Opportunities to use constructive toys.
- Use of community resources.
- Exposure to the fine arts.

5. Intellectual Growth

- Learning centers that challenge children.
- Homework assistance when appropriate.
- Opportunities to participate in decision making.

Religious and Holiday Celebrations

The goal of the program is to provide an appropriate learning experience that encompass cross cultural awareness and acceptance of others. Respect will be demonstrated for all individuals.

Child Care and Camp:

Christian books may be read and prayer will take place before each meal in a non-denominational Christian atmosphere. When appropriate, activities with a religious emphasis will be included in programming.

Y Care:

When appropriate, activities will be encouraged to encompass cross cultural awareness and acceptance of others. Specific religious practices will not be utilized in programming.

Character Counts

At the Y, we believe that character counts in everything we say and do. We emphasize four core values through our program. We hope that all of our staff, children, and parents will join us in teaching each other about what it means to be a person of character. The four core values are:

Honesty: Being honest, dependable, and loyal

Caring: Being kind, compassionate, and understating, showing love and charity to others

Respect: Showing courtesy and manners

Responsibility: Being accountable, doing your best

Faith: Hearts being open to all and having confidence in self

Referrals

If staff have concerns about your child's development, their concerns will be communicated to the families in a sensitive, supportive, and confidential manner. Staff will use documentation and explanation for the concern, suggest next steps and information about resources for the family.

Program Activities: Y-Care & Day Camp

Y-Care will provide each child with experiences to encourage several areas of age-appropriate development, including large/small motor, creative, social, intellectual, and cognitive opportunities.

The Y program and curriculum is designed to encourage children to build healthy, positive attitudes and to acquire competencies and skills through a variety of work and play experiences which incorporate our 4 Core Values (Honesty, Caring, Respect & Responsibility). We utilize the School-Age Curricular Framework (SACF) as a model to build and improve our programming as we integrate character development standards into daily operations.

We go outside every morning and afternoon for a min of 10 minutes unless there is inclement weather. Each site will utilize outside blacktops, playgrounds, and fields as permitted by the school.

Program Activities: Child Care

Y program activities will provide each child with experiences to encourage several areas of development, including large/small motor, creative, social, intellectual and cognitive opportunities. Children will participate in outdoor play, sensory experiences, large and small group time to build confidence and social skills. The Child Care Center uses Creative Curriculum to plan activities based on interest and developmental level.

*The following activities are offered in addition to the day to day schedule and activities:

Ages 2 and under:

- Will have a feeding, napping, and activity schedule to reflect what is followed at home.
- Children dictate their schedule based on their needs throughout the day.

Ages 2 and up:

- Will receive physical education in their curriculum one time per week.

Ages 3 and up:

- Will receive physical education in their curriculum one time per week.
- Will receive time for free swim twice a week and swim lessons once a week
- Will receive a 30-minute religion class once a week
- Opportunity to enroll in select dance & youth sports programs.

Ages 4 and up:

- Will receive physical education in their curriculum one time per week.
- Will receive time for free swim twice a week and swim lessons once a week
- Will receive a 30-minute religion class once a week

4K Wrap Class:

- Will receive physical education in their curriculum one time per week.
- Will receive time for free swim once a week and swim lessons once a week
- Will receive a 30-minute religion class once a week

Child Guidance Policy

The goal of the Y is to guide children in becoming cooperative, good-natured, and responsible participants through positive, non-threatening teaching techniques involving problem solving, communication, and negotiation skills. Environmental arrangements and setting of limits shall be carried out to help each child learn self-control, make good choices, identify feelings, and develop a healthy understanding and respect for others. Staff will communicate with parents at pick up regarding their child's day.

Child Guidance

Children will practice using the art of communication and negotiation in settling any dispute that arises between them. Staff will be in close proximity to encourage children and use active listening to help facilitate negotiation skills. If a child is upset or crying, staff will do what they can to comfort and reassure the child using appropriate methods. Methods include but are not limited to: reviewing child file information, ongoing support from parents with new techniques, provide different activities, another staff interaction, or a change of scenery.

All staff participate in an intensive training program that prepares them to deal with all aspects of child guidance. We emphasize positive, age-appropriate discipline techniques which guide and reinforce the desired behaviors and at the same time establish guidelines and expectations. At all times, staff are guided by the principle that all children and adults deserve to be treated in a respectful and caring manner. Participants are expected to treat their peers and staff with respect and abide by all rules. Students are encouraged to ask questions to better understand the rules and expectations. Individuals are held responsible for their actions. Staff members encourage the appropriate behaviors by modeling the expectations in a clear and consistent manner. Students are expected to participate in daily activities which show respect for the space we use and for those around us.

Biting

Biting is a very typical behavior for young children. Biting is often a way of communication that some children use to get their needs met, explore the world, or ease frustration or pain. Teachers are trained on looking for and identifying patterns of biting instances.

The child that has been bitten will be comforted, the area will be washed with soap and water and ice will be applied. The parents will be called to let them know of the situation and how the child is doing.

The child that did the biting will be removed from the immediate situation by having them go to another area of the room. Depending on the age of the child, the teachers will calmly talk to the child about the biting incident using such tactics as "biting hurts our friends" "can you help them feel better?" and offer the child to help hold an ice pack on the other child. The parents will be called and let them know of the situation.

Teachers will closely watch for biting triggers and make any necessary changes to the environment or routine. The Center Director will assist the teachers in looking for a pattern as well as talking with the parents to see if there have been any changes at home that may be part of the behavior. When dealing with biting situations it is very important that communication between the families and the center is open so that the teachers and families can be consistent in their approach to making a positive behavior change.

Discipline

As a parent you can expect the following:

- Developmentally-appropriate expectations for children
- Positive redirection
- Logical and appropriate consequences
- Role models of appropriate behaviors
- Ignore minor misbehavior
- Consistent expectations
- Each child treated as an individual, respect his/her needs, desires, and feelings
- Acknowledgement when a child has made a good choice.
- Teamwork and communication with parent
- A child who appears to be having problems will be redirected away from the group for no more than five minutes.
- Time outs may be given but are not used as a first response to a child's behavior and may not exceed three minutes.

No discipline will be allowed which is humiliating or frightening such as:

- Spanking, hitting, punching, shaking, or inflicting any other form of corporal punishment.
- Verbal abuse, threats or derogatory remarks about self or family.
- Building or trying to restrict movement or enclosing in a confined space such as a closet, locked room, or alternate space.
- Withholding or forcing meals or snacks.

Verbal Discussions

The Y staff will address and redirect inappropriate behavior. When a behavior warrants, one of the teachers will verbally discuss the behavior with the child. If the teacher deems it useful, they may use a written document to help the child process the event and decipher better choices or options for the next time. These situations will also be discussed with the parent upon pick up so that the parent can be involved in the problem-solving process.

Chronic Disruptive/Aggressive Behavior

We find that behavior guidance issues arise infrequently when the children are actively involved with other children, our staff, and the curriculum. Preferred behavior guidance techniques include setting clear, enforceable limits, modeling acceptable behavior, structuring the environment to maximize good behavior, planning enough activities, giving choices, teaching the use of acceptable alternatives, anticipation of problems, redirection, and use of direct and logical consequences. Children may separate from the group temporarily, if less intrusive methods of behavior guidance have been ineffective and the child's behavior threatens the well-being of other children or staff. The safety and welfare of all the children in the program are of primary concern.

For situations involving continued physical or verbal abuse of other children, staff or parents, a formal write-up will be filled out. These must be signed and returned before your child can return to the program. Continued, repeated behavior requires a formal meeting with the parents/guardians and the Youth Development Leadership Team before your child can return to program. If the inappropriate behavior does not improve, your child will be dismissed from the program. All write ups will require communication with the parent(s). For severe displays of inappropriate behavior, the Y reserves the right to warrant immediate dismissal or suspension from the program. For the safety of all the children and the staff of the Y, if any physical or verbal abuse occurs from a parental figure, it will be grounds for dismissal.

Initial Incident

If a child's behavior physically or emotionally endangers staff and/or other children in the program despite positive guidance techniques or if a parent is uncooperative with staff in working toward the correction of their child's disruptive behavior, a meeting with the child's parents may be requested by a supervisor and the child's counselors. The problem will be defined and goals for correction will be established in writing. Involvement from internal resources from the Y will be used to come up with a successful plan for all parties. At any point we reserve the right to request that a child be picked up within the hour of incident, begin a suspension, or dismiss all activity from program.

Secondary Incidents

If, after a predetermined timeframe, the initial plan for helping the child fails, a second meeting will be requested by a supervisor. The problem will be identified again and new approaches will be defined in writing. At any point we reserve the right to request that child be picked up within the hour of incident, begin a suspension, or dismiss all activity from program.

Suspension & Dismissal

If no progress occurs within the established timeline, then suspension will result. The period of suspension may vary from the remainder of a day or longer relative to the severity of the problem. Dismissal of the child may occur after a suspension for the same behavior, or immediately if the child's behavior becomes disruptive, aggressive or harmful to self or others. The Y reserves the right to terminate without notification. Parents will be responsible for payment during the length of the suspension. At any point we reserve the right to request that a child be picked up within the hour of incident, begin a suspension, or dismiss all activity from program.

Prevention of Child Abuse and/or Neglect

- Staff and volunteers will be alert to the physical and emotional state of all children at the program. When any sign of injury or suspected child abuse is detected, the Leadership Team will be notified immediately and 911 or Child Protective Services will be called.
- The Y will offer information on child abuse prevention and assistance to parents and staff through workshops, counseling, and use of printed and audiovisual resources as requested.
- Under no circumstances will Y staff release a child to anyone other than the authorized parents, guardians, or to an individual authorized by the parents in writing (including relatives of children). Sign-in and sign-out logs will be maintained on a daily basis and kept on file at the Y.
- Y staff and volunteers will not discipline children by use of physical, verbal, or emotional punishment. In addition, they will not fail to provide the necessities of care, such as food and shelter.
- Two reference checks on all prospective employees will be conducted, documented and filed prior to employment.
- Criminal record checks, including but not limited to background checks and fingerprint identification, are conducted on all Y staff and volunteers working with or around children.
- A Y-USA-approved Child Abuse Prevention training will be completed within the first 90 days of employment and renewed every two years by all staff. This training will include information about the signs of possible child abuse and neglect and the approved procedures for reporting the suspicion of abuse and/or neglect.
- Any evidence of unusual bruises, contusions, lacerations, or burns found during the informal healthcheck shall be noted in the medical log journal and reported immediately to the Leadership Team. The staff will follow the procedures for reporting child abuse and neglect.
- Written reports on observations will be maintained by the program Director.

Reporting of Child Abuse/Neglect

When there is suspicion of child abuse or neglect, Child Protective Services and the Department of Children and Families must be notified immediately.

The program will follow these reporting procedures:

1. Fill out an incident report with the facts and record it in the Medical Log.
2. Notify the leadership team
3. Y Staff will immediately notify 911 or Child Protective Services and the department of Children and Families. This agency will conduct the investigation and give further instructions.
4. In the event the reported incident involves an employed Y staff person or volunteer, the program
5. Director will, without exception, suspend the person from all activities involving the supervision
6. of children until an investigation is completed.

Regardless of where or under what circumstances an alleged incident took place, if a Y employed staff person is involved, it will be considered job-related and affecting job performance. Reinstatement of a staff person or volunteer will occur only after all allegations have been cleared to the satisfaction of the responsible executive and the investigating agency.

All staff and volunteers will be sensitive to the need for confidentiality in the handling of information in this area and will be instructed to discuss matters pertaining to abuse or suspected abuse and/or neglect only with the appropriate Y director. Staff and volunteers may not contact children or parents involved in an alleged child abuse and/or neglect incident without the permission of the appropriate Y executive.

Requirement to Report

Wisconsin maintains a mandatory child abuse reporting law. Those who by nature of their employment have contact with children are mandated reporters. To combat child abuse and neglect problems and in compliance with Wisconsin state law, any staff or volunteer personnel that has a reasonable cause to suspect that a child participating in a Y program has been abused or neglected or has reason to believe that a child has been threatened with injury and that abuse will occur, shall immediately contact the Program Director or Branch Executive Director in accordance with established procedures. If there is reasonable cause to suspect that a child has been abused or neglected, Child Protective Services or the local law enforcement agency is contacted.

Abusive Head Trauma

Abusive Head Trauma occurs when an infant or young child is violently shaken. The shaking may only last a few seconds, but it can cause severe brain damage and even death. Effective April 1, 2007, the law requires all childcare employees, substitutes, volunteers who are considered for ratio purposes, assistants, and everyone else who works directly with children 5 years of age and younger to complete a training on Abusive Head Trauma. The law requires each person to be trained only once. The training will be provided to all new employees as they are hired with our program.

SIDS

SIDS is the sudden and unexplained death of an infant under one year of age. SIDS is the major cause of death in children between the ages of one month and one year. All staff members receive SIDS training before working with infants.

They are informed of our "Back to Sleep" policy where infants are placed on their backs when put to sleep. The following are other things to remember in preventing SIDS:

- Place baby on a firm, tight-fitting mattress in a crib.
- Do not place a baby on a waterbed, sofa, soft mattress, beanbag cushions, pillow or other soft surface to sleep.
- Remove pillows, quilts, comforters, sheepskins, stuffed toys, bumper pads, etc.
- Avoid overdressing or overheating baby.
- Consider using a sleeper as an alternative to blankets with no other covering.
- If using a blanket, put baby's feet to the foot of the crib. Tuck a thin blanket around the crib mattress, only as far as the baby's nipple line.
- Create a smoke-free environment for the baby.

- Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (on back) position for sleeping to lower the risk of Sudden Infant Death Syndrome
- When infants can easily turn over from the supine to the prone position, they shall be put down to sleep, on their back, but allowed to adopt whatever position they prefer to sleep.
- Unless a doctor specifies the need for a positioning device that restricts movement within the child's crib, such devices shall not be used.
- The center will require a note from a doctor in order to allow children to sleep anywhere other than a crib. This includes but not limited to: car seat, swing, bouncy seat.

Feedback, Suggestions/Grievances:

We feel that a positive environment exists when parents and the program work together as partners. Parents provide valuable input which we can use to improve our program. The Y staff at the program appreciate hearing your positive and negative feedback. Our Y staff are committed to providing the BEST experience for each child. If you feel this is not being accomplished, our Y staff want this feedback. A parent wishing to share a concern regarding the program, staff, or program should contact their child's teacher first. Parents are urged to be direct and candid with staff when they have concerns. We ask that these discussions do not disrupt or take attention away from the children. Individual conferences can be scheduled upon request.

Grievance Process:

Any complaints should first be directed to the Lead Teacher or Site Coordinator at your program site. If you feel that your concern has not been addressed, you may schedule an appointment with the program Director (Child Care Director or Youth Development Director). If you are still dissatisfied with the way a problem has been handled, you may direct your concerns to the Branch Executive Director who will review the situation and respond quickly to find a resolution.

Y Delegation of Authority

1. Assistant Teacher
2. Teacher
3. Lead Teacher
4. Coordinator (Youth Development)
5. Assistant Director (Youth Development)
6. Director (Child Care/ Youth Development)
7. Branch
8. CEO

Health Care Policy

Ill Child

The Y does not provide care for children who represent risk of spreading a communicable disease or who are not able to participate in activities (defined as mildly ill). If a child is found to have any of the following symptoms (mildly ill), the parent/guardian will be called to pick up their child within an hour: elevated temperature 100.4 (normal temperature is 98.6 degrees), severe and/or persistent coughing, yellow or green nose drainage, diarrhea and/or vomiting, conjunctivitis (pink eye), difficult or rapid breathing, untreated infected skin patch(es), evidence of lice, scabies, or other parasitic infestation.

PLEASE DO NOT SEND YOUR CHILD IF YOU FEEL THEY ARE TOO SICK TO GO OUTSIDE, TO PLAY, OR JOIN IN ON NORMAL ACTIVITIES. The Y follows the recommendations of the Wisconsin Department of Health Services. Below are some illnesses that affect children and may require exclusion.

If your child has been diagnosed with a communicable disease, we ask that you share the diagnosis with Y staff, so that we are able to post a notification of exposure for other families who may have been in contact with your child. It is required that a child remain home for at least 24 hours after a parent has been requested to take the child home because of symptoms of illness. The Y reserves the right to require a doctor's release if the child's health is in question.

*Depending on the communicable disease we may need to report to the Wisconsin Department of Health Services and to Department of Child and Family Services.

If a child contracts a communicable disease not listed on the chart below, the staff will work with families on a case by case basis. The Y reserves the right to exclude services if we feel it is not safe for other families, staff or volunteers.

Chicken Pox *Report within 72 hours	Child may return when all sores are dry or scabbed or 5-6 days after rash has begun.
Diarrhea	24 hours after diarrhea stops or until medical exam indicates that is not due to communicable disease (diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or watery, bloody or mucus containing stools). Parents will be called to come and get their child after 3 episodes of diarrhea.
Eye Drainage (Pink Eye/ Conjunctivitis)	24 hours after treatment has started when thick mucus or pus drainage is present.
Fever	When accompanied by behavior changes and/or other signs or symptoms of illness; or the child is unable to participate in normal activities. Use temperature measurement before fever reducing medications are given. Auxiliary (armpit) temperature: 100.4 degrees or higher. Child may return after being 24 hours fever free (without fever reducing medications.)
Fifth's Disease	If other rash-causing illnesses are ruled out, children will be excluded until fever subsides. Pregnant women who are exposed need to consult their doctor.
Hand, Foot and Mouth Disease	Child may return when fever is gone and child is well enough to participate in normal activities (lesions or rash may still be present)
Head Lice	Child may return after first treatment is completed and no live lice (nits) are seen. Continued nits may be cause for exclusion.

Impetigo	Child will be excluded until lesions have crusted or until 24 hours after antibiotic treatment has been initiated.
Influenza	Child will be excluded for the duration of the illness. Could be excluded for up to 7+ days.
RSV	Child may return when child is without fever for 24 hours (without fever reducing medicine) and is able to participate in normal activities
Scarlet Fever	Child will be excluded until 24 hours after antibiotic therapy is instituted.
Strep Throat	May return 24 hours after antibiotic treatment begins and until the child is without fever for 24 hours (without fever reducing medications)
Vomiting	24 hours after last vomiting episode. Children are sent home immediately after vomiting.
Whooping Cough *Report within 24 hours	Child will be excluded until 5+ days after initiation of appropriate antibiotic therapy, or for 21+ days after cough onset if untreated.

Isolation

An isolation area in view of staff shall be provided for the care of children who become ill while at the program. If the area is not a separate room, it shall be separated from the space used by the other children by a partition or other means. This will be used while children are waiting for the parent to pick them up. Parents are required to have the child picked up within one hour of notification. Emergency contacts will be contacted if the site is unable to get ahold of a parent.

Medical Log

The Y staff will maintain a medical log indicating all injuries, accidents, and medication administered. Parents will be notified by Y staff. Incident reports will not be released to families unless requested but all parents have access to all records regarding their child.

Cleanliness

Staff and children's hands will be washed with anti-bacterial soap and water: upon entering the classroom, before and after eating, before and after using sensory activities, after using the bathroom, after art activities, after coughing, and sneezing.

Potty Training (Y Care/ Camp)

Children should be fully potty trained before their first day of attendance for, or meet with program supervisor or director two weeks in advance to make appropriate accommodation plans. Wet or soiled clothing will be changed promptly from an available supply of clean clothing. Parents must supply Y Care/Camp with a clean set of clothing or parents will be called immediately.

Pets

Pets will only be allowed in program if prearranged with Y staff. Pets will be treated in a manner that protects the well-being of the child and animal. Children with allergies will not have direct contact with animals. The program will not house permanent pets/animals. Parents will be notified of any animal visitors.

Medication

The Y staff cannot administer any medications, unless the following guidelines are met:

- Parents must fill out and sign a Medication Authorization form which gives our staff permission and full instructions for administering the medicine.
- The medication is in its original container and clearly labeled with the child's name.
- All medications administered will be recorded in the medical log.
- Prescription medicines must have the following information on the container: child's name, name of drug, dosage, directions for administering, date prescribed, and the physician's name.
- Be sure all medications are given directly to a staff member with appropriate paperwork.

Medications will be placed in a secure location out of the reach of the children. Medication that requires refrigeration will be kept in a separate area within the refrigerator.

Missed medicine dosages or other problems related to medication will be communicated to the parents immediately.

Paperwork must be complete for sunscreen and bug spray to be applied.

Sanitation

All cleaning chemicals and supplies will be kept out of the reach of children. Furnishings, toys, cots and mats shall be cleaned when they become soiled. Eating surfaces will be sanitized before and after each use. Unwashed hands are the primary carriers of bacteria and germs that cause illness. It is our policy that the children and staff wash their hands with soap and water upon entering the classroom, after using the toilet, before and after eating, before and after sensory activities, after art activities, and after blowing their nose or coughing.

Injury

Injuries and accidents while in program will be documented and will include at a minimum: initial accident, treatment provided, staff providing care, parent communications, follow up from the accident, and all notable details. Listed on the parentboard is an emergency contact person available within five minutes of the site. Confidentiality is maintained for other children involved.

Minor Injury: The Y staff will administer first aid and attempt to contact a parent or guardian, or communicate at the time of pick up from the program.

Major Injury: In the event of an emergency, 911 will be called first. Each program site will have an Emergency Procedure Plan that identifies specific guidance for staff, what location to utilize and local emergency phone numbers. If your child is injured while in program, the Y staff will take whatever steps are necessary to obtain emergency medical care.

First aid kits will include: Ice packs, bandages, gauze, and wet naps at a minimum. Standard first aid practices will be followed for all injuries; both minor and serious. Superficial wounds will be cleansed with soap and water only. Universal precautions are used in dealing with bodily secretions. Staff will always use gloves in cases of bodily fluids. Gloves will be disposed of in a red biohazard bag.

Emergency Medical Source

If contact with a parent/guardian or emergency contact cannot be made, we will do any or all of the following: Call an ambulance; have the child taken to the emergency room at local hospital or emergency room in the company of a staff person, or to local hospitals when on field trips. Staff are aware of all medical facilities for field trips and have all emergency contact information with them. Emergency medical care will be obtained if warranted by staff after these steps have been taken. Lastly an attempt to contact any of the persons listed as an emergency contact will be made.

The programs will utilize the nearest medical facility for serious medical incidents. In these situations, 911 will be called.

All expenses incurred in an emergency situation shall be borne by the child's family.

Universal Procedures

Y Staff are trained how to address overall precautions when exposed to blood and blood-containing body fluids, as well as procedures for wearing gloves, hand washing and dealing with body secretions. Everyone exposed to blood or body fluids containing blood shall wash their hands immediately with soap and warm running water. Disposable gloves will be worn if there is contact with the blood or body fluids or tissue containing blood. Gloves will be disposed of after one use in plastic bags and hands will be washed with soap and warm running water after removal of gloves. For vomit, urine, feces, or other body fluid spills, staff shall clean and disinfect the area affected including floors, walls, bathrooms, tabletops, toys, and countertops.

Emergency Plan and Closing Policies

Emergency Drills & Closing

Y staff are trained in all emergency procedures. All drills (fire, tornado and threat) are practiced monthly. Program staff receive information of tornado watches or warnings from a weather radio and via text alerts from TMJ4, as well as other Internet alerts. In inclement weather we will take all necessary precautions to ensure the safety of the entire group. Y leadership staff and supervisors are responsible for monitoring weather or other threats at all times.

If the Y staff receives information regarding a threatening situation from Y authorities or other credible source, the Leadership and staff will evacuate the premises if advised by authorities, based on the situation. Children will be safely escorted from the facility, with a copy of the child's emergency information and a first aid kit. All families will be communicated regarding the situation as soon as possible and if necessary, reunification steps will be communicated.

The Y has a designated individual as an emergency contact for each location. This person will be available to respond to emergencies within 5 minutes.

Emergency Evacuation

Plans for emergency evacuation are posted near the inside of each classroom door and near all exits. The plans specify the location to report to in case of a tornado and the exit to use in case of a fire or other threatening situation. All families will be communicated regarding the situation as soon as possible and reunification steps will be communicated.

Emergency supplies (flashlights, blankets, radio, extra batteries) are available for staff to access in case of an emergency. Children with disabilities will be assigned to a specific staff to make sure they have been properly evacuated. Emergency numbers will be posted by all landline phones and programmed into cell phones. If the program has evacuated the building, staff will not be present to answer the telephone. All families will be communicated regarding the situation as soon as possible and if necessary, reunification steps will be communicated.

Child Care will be transported to Summit Elementary School, next to the Y, as soon as possible. Y Care programs will be transported to the local YMCA. Camps will be transported to either the Y or another YMCA operating location (whichever is closer in proximity).

In the event of other emergencies - such as a flood, extreme heat or cold, loss of building services (heat, water, power, etc.), human caused events (threats, allergic reactions, vehicle incidents) or other circumstances requiring immediate attention - the Y will follow our anticipated emergency response plan and direction will be provided from leadership to manage the situation with local authorities advisory. Communications to all families involved will be made as soon as possible.

Should the facility become unusable due to fire, plumbing, electrical, etc. during the day, the children will be transported.

Transportation in Emergencies

The Y will transport children in Y insured vehicles in the event of an emergency. If we transport children in Y vehicles, staff who drive the vehicles will hold a valid driver's license and have a full driver's record on file. Seatbelts will be used in Y vehicles. Staff will take a cell phone, children's emergency information, the attendance list, any needed medication, and a First Aid kit when away from the program. We follow all the same emergency and First Aid procedures as we would while at the program.

Transportation, depending on weather, will happen with Y vehicles or a transportation company. All vehicles will have first aid equipment.

Fire Alarm Evacuation

If the fire alarm sounds, staff will have group roster and staff and children will proceed quickly and quietly to the nearest exit using the fire evacuation route as predetermined. Once children are out of the building, the group will gather in the fire evacuation spot, as predetermined, and staff will perform a face to name check. Children and staff will remain out in evacuation spot until authorities give the all clear. If the all clear is not given, parents will be called.

Gas Leak Evacuation

A supervisor will call the Gas Company, everyone will evacuate the building immediately, and will not close door, or turn the lights on and off.

Power Loss

If the Y program is unable to restore power within 20 minutes parents will be called to pick up their child up. Our emergency lighting/heating is only available on a limited basis. In a power loss, phones will be unavailable

School Closing and Snow Day

The Child Center will make every effort to stay open to meet your needs. If at all possible, our centers will only close when the entire facility announces closing. Please don't hesitate to call the Center before heading out on a questionable day. In addition, this information is on our website, www.glcymca.org.

Emergency closings of any school also apply to the Y program within the school. In other words, if the school is not open, we are not open. In the case of a late/delayed start, the before school portion of our program would not be open, but the after-school portion would run as usual. In the case that a school closes during the school day, the after-School Program would close as well. If, by chance, a school were to announce its closing after children have already been dropped off at a Before School program, parents would be contacted and would need to pick their children up.

Tornado Evacuation

Children will be lined up and staff will perform a face to name check. The group will proceed quickly to the school designated tornado shelter area (which is a windowless, contained room and on room maps) and staff will perform a face to name check of all children in their care. The children sit in an alert position and move to a safety stance position of kneeling down on the floor, sitting on their feet, putting head on knees and clasping hands behind their neck. Staff will keep children there in the in tornado shelter until staff receives the all clear. Each location has a designated tornado shelter/safe location onsite.

Holiday Closings

The Child Care Center will be closed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, and Christmas Day. In addition, a sign up will be posted outside the classroom for low enrollment days (i.e.: day after Christmas, New Year's Eve, etc.). Depending on enrollment the Director will determine if the center will remain open. Credits are already built into the payment schedule; families receive two free weeks throughout the year for days missed due to holidays, vacations and/or illness.

Y Care: When school is not in session (according to the school's board approved calendar) the Y provides alternative programming for families. Early Release Care is also provided at the Y on select days and includes transportation from the school to the Y by Y staff. **Both offerings have an additional fee.** The Y School's Out program will be closed for key holidays. These holidays include: New Year's Day, Memorial Day, Labor Day, Thanksgiving, day after Thanksgiving and Christmas Day

Missing Child

The Y always maintains the State of Wisconsin Department of Health and Family Services, Division of Children and Family Services ratios at all times. Additionally, in many cases we have volunteers to assist. Our staff members receive training on supervising and managing a group of children while on and off site. Continuous head counts maintain attention on every child's location and activities. Staff members also count the number of children they have anytime they leave and return to the premises as well as periodically during excursions outside of the classroom. These headcounts reflect the number of children that are signed into our care at any given time. Should a child be missing, the staff will search the building and grounds completely as well as calling the police and parents immediately.

If a student cannot be found, the following steps will be followed:

1. The Y staff will confirm with other staff that the child did not ask to use the bathroom, get something from their backpack, got picked up, etc.
2. Y staff will confirm with the office that the child did not go home or get picked up by a parent/authorized pick up.
3. One Y staff will begin an initial search in and around the program area including bathrooms, hallways, and area last visited.
4. Parents will be notified about the situation and program leadership will support as possible.
5. Law enforcement will be called

For procedures on a missing camper during water activity please see page Waterfront Activities.

Nutrition Policy

We provide nutritious and appetizing snacks that meet the U.S.D.A requirements. All snacks provided by the Y will be age appropriate for children with the ability to eat table foods. All Y programs follow H.E.P.A (Healthy Eating & Physical Activity) standards. These standards include, but are not limited to; snacks that contain whole grains & less than 8 grams of sugar, limited to no screen time, and at least 30 minutes of physical activity daily.

Special Diet Needs and Allergies

Children's specific needs and allergies must be listed on the enrollment forms and will be posted at the program site for Y staff only. Food allergies and their reactions will be posted on the inside of cupboard doors in the classroom. If there is an allergic reaction to food, the teachers will contact the director and follow the emergency plan listed on their enrollment form. The family will be notified as soon as possible. Our menus are developed to meet State Licensing Guidelines.

When possible, the Y will provide alternative offerings to accommodate a child's special dietary needs or allergies. If a child cannot eat from our menu due to significant dietary needs, parents must substitute with options from home. Parents may need to provide snacks for children requiring specialty menus such as vegetarian or kosher if the Y is not able to meet the needs of the family.

Treats and Special Celebrations

Students are more than welcome to bring in birthday or other special occasion treats, although advanced noticed would be preferred. We ask that all treats are pre-packaged; no foods prepared outside the programs may be served. Please consider the nutritional value of any snacks which you bring. Some suggestions are fruit, muffins, Jell-o cups, chips and salsa, animal crackers, etc. Due to the number of children with food allergies, please check with staff if you are planning to bring a treat.

No products containing peanuts may be brought.

Another alternative to food treats for a birthday is to donate a book, CD or special activity in honor of your child's special day. Arrangements can be made in advance with staff for a parent or grandparent to read the book during a special classroom visit. We will be glad to place a sticker in the book, CD, or activity donated honoring the child's birthday celebration.

Staff, Parent & Volunteer Policy

Staff/Volunteer/Substitute Policy

Staff and volunteers providing direct care for children will be identified by a uniform and badge/nametag that is familiar to the children. The Leadership Team will visit program sites and be available at the Child Care Center to ensure that program quality, standards and policies are being maintained.

All staff and volunteers are trained professionals who have expertise in educating and caring for young children and supporting working families. Prior to employment, staff go through an extensive interview process, background checks and reference checks. After staff are hired, they receive an orientation and training prior to being counted in ratio, to include but not limited to, a review of the following policies:

- DCF 251 licensing rules
- Abusive Head Trauma
- Y Policies and Procedures
- Emergency procedures
- Fire extinguisher use training
- Job responsibilities and job description
- Training to recognize illness and disease
- Child management techniques
- Curriculum & Daily Schedules
- Safety/Security of children including child abuse and neglect & tracking procedures
- Health and sanitation
- Confidentiality practices
- Absent Child procedures
- Child Abuse & Neglect Prevention (before working with children and renewed biennially)
- Inclusion practices
- Hazardous Chemical Procedures
- Bloodborne Pathogen Training

Within the first 90 days all staff are required to complete the following:

- First Aid
- CPR
- AED

*All staff and volunteers receive ongoing professional development and trainings.

All professional development and training are tracked by the Y.

Student Observers/Student Teachers/Interns

On occasion, the program may have student observers, student teachers, or interns referred by a high school or college. These individuals will be supervised by the Coordinator(s) or assigned Lead Teacher. In addition, they may be involved in lesson planning, teaching, and interacting with your child. Any visiting students will be expected to abide by our confidentiality policy. These individuals will never be left alone with children and will not be counted in determining teacher/child ratios.

Family Volunteers/Access to the site

We encourage our family members to actively participate in our programs. We love for families to share their knowledge, experiences, and careers or just read a book to the children. Our staff would welcome families to assist in organizing child portfolios, creating bulletin boards, or doing activities with the children. Please contact a member of the Youth Development Leadership Team if you are interested. Parents are always welcome to observe their children or to visit unannounced.

Parental Involvement & Communication

The Y strongly encourages parents to become involved. There are many ways to do this

- Showing interest in your child's activities
- Reading newsletters and taking time to discuss your child's day with the teacher(s).
- Attending special functions
- Sharing hobbies, talents, skills, and careers with the children upon request
- Talking with your child about their day

Our staff will include parents in the following ways:

- Daily Verbal Reports - As parents arrive or pick up their children staff members give key feedback about their child's day.
- Special Events - Parents are invited to various special events-watch the site newsletters for announcements.

In the Child Care Center, our staff will include parents in the following ways:

- Daily Written Reports-Parents of infants, toddlers and 2's will receive a daily written report. Preschool and 4K receive periodic written reports regarding specific events.
- Daily Verbal Reports-As parents arrive or pick up their children staff members are consistently scheduled to ensure parents get the key feedback about their child's day.
- Special Events-Parents are invited to various special events-watch for posting on the main doors or in the announcements of the app for these experiences.
- Parent-Teacher Conferences-Parents will be invited in a minimum of 2 times per year to discuss their child's progress and development within their classroom.
- Parent Newsletter-Parents will receive a newsletter bi-monthly from their classroom teacher and/or from the Center Director. This information will be e-mailed.
- Mailboxes-Children will have a classroom mailbox within their room for artwork and take-home items. They have a cubby in the hallway to store outside clothing. This is where notes from the Director or billing will be placed.

Parent Feedback

Parents are given the opportunity on an annual basis to complete a satisfaction survey in which they are asked to rate various aspects of the program and provide feedback. The Y uses the data from the surveys to drive new initiatives, develop staff training opportunities, and improve our programs to better meet the needs of the families we serve.

Babysitting

Occasionally parents seek to employ center staff for off-site daycare/babysitting services. The Glacial Community Y does not prohibit staff members from such employment; however, this is a private arrangement between the parent and staff member. The Y makes no representation as to the qualifications of staff to perform these services. Staff are not permitted to accept or arrange such employment during their working hours, and parents are requested not to approach staff during the Y program hours.

Child Care Center

Licensing & Accreditation

The Center is licensed through the Department of Children and Families Division of Early Care and Education. The program will display the DCF-251 Licensing rules, license, and most recent licensing inspection report for the Group Day Care Centers. These are available upon request for review and reference. The program will display the group day care license on the bulletin board in the entrance for parent review. This license will reflect:

Hours of operation	6:00 am - 6:00 pm
Months of operation	Year round
Days of operation	Monday-Friday
Capacity	88
Ages	6 Weeks-6 Years

The most recent licensing inspection report will be posted next to the license including any noncompliance or enforcement actions. The Y will comply with all laws governing facilities and operations. The Center Director will submit any concerns or violations to the department in writing. Additionally, the parent handbook is available for review at any time.

Full Time/Part Time Attendance

The following is how we define full-time and part-time attendance:

Full-time: Your tuition covers you for as early as 6:00 a.m. to 6:00 pm 5 days a week

Part-time: Your tuition covers you for 6:00 am to 6:00 pm 2 or 3 days a week

4K Part-time (Students enrolled in 4K through the school district): Your tuition covers you as early as 6:00 a.m. to 1:00 p.m. and 11:20 a.m. to 6:00 p.m. This depends on what session you are enrolled in through the district.

Classroom Availability

When an inquiry is made for an available space in the Center, an Interest Form will be sent to the inquiring parent. Once the interest form has been returned to the center, the center will e-mail the parent to confirm placement on the list. Note: an anticipated due date must be indicated on the form in order to be placed on the list for unborn babies.

It is the applicant's responsibility to ensure all personal data (i.e. e-mail addresses, alternative contact*) is up to date. An e-mail will be sent to all families on the interest list to indicate any openings as they become available. A response date will be indicated in the e-mail. Once that date has passed, we will then look at responses and place them in order of when the interest form was received by the Y. We will periodically request e-mail responses to check if families would like to remain on the list. If a response is not received within 10 days your child's name will be taken from the list. Please be sure to call if you do not receive the e-mails. When a space becomes available, classroom vacancies are filled in the following order of priority:

- YMCA employees scheduled 30 hours or more.
- Any child currently enrolled in the center has priority to move into an older classroom based on birth date and/or readiness for the classroom. If two children have the same birth date, the child enrolled first at the center will move into the older classroom first.
- Any sibling of a child(ren) currently enrolled in the center.
- The earliest full-time child added to the interest list based on the date the interest form was received.
- The earliest part-time child added to the list based on the date the interest form was received.

In certain situations, the Center Director and staff may determine that the normal move up order by birth date is not appropriate. Some considerations are maturity, social skills, communication skills, etc.

The Center Director will discuss the situation with the parents involved prior to sending out notification and implementing the move. The final decision on transitions will be made by the Center Director.

Classroom Availability Part-Time Requests

The Center may have a limited number of part-time enrollment spaces available in each age area. Children in part-time enrollment situations share a full-time enrollment slot, e.g. one child attends on Monday, Wednesday, and Fridays and another child attends on Tuesday and Thursday

The Y recognizes the need for part-time care and is committed to providing part-time spaces for children whenever possible. If you require part-time care, your child will be enrolled as space permits. However, due to financial considerations, the center must give priority to filling spaces on a full-time basis. The Center has the right to offer other days, a full-time space, or two week's written notice if the part-time space the child is occupying can no longer be accommodated.

Family Orientation

When the child has registered for the program the Director will set up a meeting to discuss: an overview of the Parent Handbook, expectations of the family, needs of the child, and a list of family support resources and activities. The family will be given a tour of the Center and introduced to the teaching staff. The family is welcome to spend time in the classroom to become familiar with the teachers, children and routine. The Director and teachers will be available to answer any questions during orientation.

Adjusting to the Center/Teachers:

Separation from parents and adjustment to a new environment may be challenging for children. The Y teachers are well trained to provide support during sensitive times. It is helpful if the parents can come up with a routine at drop off such as: hug, kiss, and "love you" and then the parent leaves. Often if the parent stays longer than needed, it is harder for the child to adjust to the morning. Parents are welcome to call at any time and see how their child is doing. If a child is having difficulty because a parent has left, the teacher will allow the child to express his or her feelings, offer comfort, and try to engage the child in an activity. If the child continues to be upset and cannot be consoled within a reasonable amount of time or refuses to participate in the program, we will call the parent to discuss how the staff might help your child. Our goal is to help your child adjust and have a successful day.

Child Evaluations/Conferences

We will complete ongoing evaluations on all children. Teachers will be available to schedule individual conferences a minimum of two times per year. Our evaluations will be used to:

- Identify children's interests and needs
- Describe the developmental progress and learning
- Design classroom curriculum and adapt teaching practices
- Communicate with families
- Arrange for referrals when necessary

Program Schedule

The Center program schedules are planned to include the following daily schedules. Tentative timeframes will be posted in the classroom. Planning for all age groups will be developmentally appropriate and approved by the Center Director.

- **Large Group Activities:** Children are encouraged to interact in a large group, take turns, participate themselves, and allow others to participate with them.
- **Small Group Activities:** Children are assisted in developing particular skills such as cutting, tracing, balancing, hand-eye coordination, color identification, etc.
- **Story Time:** Children are exposed to age-appropriate literature and are encouraged to use their imagination, to build vocabulary, and to develop listening skills.
- **Meal Time:** Children will be encouraged to learn group cooperation, language development, social interaction, self-serving, and good nutrition and to try a variety of different foods. In addition, our staff sit and eat with the children to role model appropriate eating habits.
- **Transitioning to/from Activities:** Staff will limit time children have to wait in lines and minimize transitions throughout the day.
- **Rest:** Children under 5 years in child care for more than 4 hours will be given an opportunity to nap or rest. If a child does not sleep after 30 minutes of rest they will be allowed to get up and have quiet activities.
- **Clean Up:** Children are encouraged to participate in the care of their environment.
- **Outdoor Play:** Daily schedules will include outdoor play, weather permitting.
- **Walking Trips:** Walking field trips will be taken frequently on Y property. Walkie-talkies will be carried in case of an emergency.
- **Early Morning and Late Afternoon Care:** Children participating in early or late stay care will be provided a program which offers a change from the daily routine. This will include rest and quiet areas, recreation outdoors, or active play and opportunities to choose activities.

Activity/Screen Time

Classrooms with the majority of children birth-35 months of age (infants and toddlers):

- Program provides free play which is unrestricted and allows for daily active exploration and physical activity.
- Children will be provided with physical activity and active exploration for 45 minutes daily.
- Half of this time is teacher-led and half is child-initiated and can be in 5 – 10 minute increments.
- Children are provided with zero minutes of screen time while attending the program.
- Unrestricted free time for children to explore their physical movement must be available indoors and outdoors, weather permitting.

Classrooms with the majority of children 36 – 60 months of age:

- Program provides children 36 - 60 months a total of 90 minutes minimum of physical activity and active exploration daily.
- Half of this time is teacher-led and half is child-initiated.
- Children are provided with less than 30 minutes of screen time per week while at the program.
- Unrestricted free time for children to explore their physical movement must be available indoors and outside, weather permitting.

Technology Policy

The center uses the philosophy that children learn best through interactive, hands on activities. However, at times videos or computer programs may enhance a particular concept in our lesson. Sometimes videos are watched in conjunction with a special occasion.

Swim Ratios & Guidelines

We believe swimming is an excellent enhancement to our curriculum; however, supervision is our number one priority when children are in the pool.

Child Care Center: 3 Years Old: 1:4 / 4-5 Years Old: 1:6

Swim Testing

The Head Lifeguard will swim test children interested in swimming in the deep end to determine swim ability. The swim test will be the ability to:

- Jump in the water unassisted
- Submerge themselves
- Paddle on front from the edge of the deep end to the rope of the family pool
- Demonstrate a barrel roll
- Back float back to the edge of the deep end
- Show no sign of fear
- ALL children will wear a personal flotation device regardless of passing the swim test.

Transportation

We do transport children in Y vehicles at times for ages 3 and up and in school buses driven by a local transport company. In the event we transport children in Y vehicles, staff who drive the vehicles will hold a valid driver's license and have a full driver's record on file, which is obtained annually. Seatbelts and booster seats will be used in Y vehicles, but not on regular school buses. Teachers take a cell phone, children's emergency information, the attendance list; any needed medication and a First Aid kit when away from the center. We follow all the same emergency and First Aid procedures as we would while at the Center. When walking, one adult is at the beginning of the group, one at the end, and any other adults are dispersed in the middle. Teachers take roll call before, during, and after the trip to ensure all children are accounted for. While riding the bus, staff supervise the children to ensure they remain seated, are riding safely and restrained by a safety belt at all times.

Children shall never be left unattended in the bus. When transporting children with disabilities, staff will be assigned to individuals to assure timely response in an emergency. Every time the children depart from the bus, a teacher will:

- Do head counts, ensuring the correct numbers of children are still present.
- Walk down the bus aisle checking to make sure each child has gotten safely off and no one has been left behind. Staff will need to do this in order to shut off an alarm that will sound in the back of the vehicle.

Vehicle inspections will be completed annually on Y vehicles.

Field Trips

Field trips can represent an integral part of the curriculum. These social and cultural experiences are to enhance the academic program. Parents will receive notification of all field trips. Included will be a permission slip and the cost, if any.

Diapering

Parents of children who wear diapers are responsible for having an adequate supply at the center. Staff will notify parent when the supply is running low. Disposable diapers are required. Children are checked every 2 hours and changed as needed.

If you want teachers to apply diapering ointment, please label the ointment with your child's full name and provide the information to the child's teacher on the Authorization to Administer Medication form. Individual disposable wipes are used for washing bottoms. Staff will wash hands before and after diapering each child. Plastic gloves will be used when changing diapers. They will be disposed of after one use in a foot activated or automatic garbage container used only for diapers.

Toilet Training

Child Care regulations do not permit the center to potty train children under the age of 18 months. As soon as you and your child are ready to begin toilet training, let the teachers know. Our center will introduce toilet training by age 2. A cooperative effort between home and the center is most effective. For the first couple of weeks, continue to send diapers in addition to three extra sets of clothing. Staff assist children in learning the habits of personal hygiene. Independence and development of self-help skills are encouraged.

Children learning to use the toilet at the center are taken to the bathroom at least once an hour. Toilet training can be a difficult time for children and it is handled sensitively with patience, praise and positive reinforcement. Any suggestions that you can give the center with regards to your child's individual needs are much appreciated. Soiled clothing will be wrapped in a plastic bag for transporting home.

Sunscreen

With signed parental consent, all children six months of age or older will have center provided sunscreen applied when dictated by weather. Please feel free to bring in an alternative sunscreen with your child's name on it if you do not want the Center's sunscreen applied to your child.

Invitation Policy

Party invitations may be distributed, however only in the event you are inviting the entire class to the party. Please do not tape invitations to cubbies without approval from the Center Director.

Meals

Schedule of Snacks and Lunch

Morning Snack	6:00 A.M.
Breakfast	8:00 A.M.
Lunch	11:15 A.M.
Afternoon Snack	3:00 P.M.

Sample Menus:

All children in the center will receive a morning and afternoon snack and one meal at lunchtime. Menus for snack and/or lunches will be posted monthly. Each meal shall provide 1/3 of the daily nutritional requirement of the child and include diverse types of food. All lunches shall consist of at least one item from each of the following categories:

- Meat, poultry, fish, egg, cooked dried peas, beans or cheese.
- Two vegetables, one vegetable and one fruit, or two fruits.
- Cereal or whole grain or enriched bread products.
- Butter or margarine.
- Grade A vitamin D milk for children under 2. 1% milk for children 2 and older

Snacks shall consist of at least two of the following: milk or a milk product, fruit, fruit juice, vegetable, whole grain or enriched bread or cereal. When only fruit juice is served, it shall be pure fruit juice. Food will be stored in food grade plastic and labeled with the date it was opened.

Example menu:

	Monday	Tuesday	Wed	Thurs	Friday
Lunch	Scalloped potatoes w/ ham, green beans, pears, and roll with butter	Spaghetti, garlic bread, lettuce salad w/French dressing, and peaches	Cheesy chicken broccoli rice casserole, cottage cheese, and mandarin oranges	Sloppy Joes w/mushroom soup, broccoli and cauliflower, and bananas	Chicken patty on a bun, red potatoes, raw veggies and dip, and pineapple
Breakfast	Bagels and fruit	Cereal and fruit	Breakfast Bar and fruit	Toast with Jelly	Yogurt and fruit
AM Snack	Cereal	Graham Crackers	Muffins	Granola	NutriGrain Bar
PM Snack	Fruit Snacks	String Cheese & Crackers	Pita chips and hummus	Pretzels	Popcorn

Meal Routines

Food for infants and toddlers will be served individually in a high chair. Children, toddler age and up, will sit at age appropriate tables and chairs with staff. In addition, they will be encouraged to serve themselves when possible.

- Meals will be served with time for socialization.
- Children will be encouraged to take “no thank you bite” in order to try food being served.
- Food will not be used as a reward.
- All children will wash their hands before and after eating.
- Portions will be served to allow for seconds if requested by the child.
- Children eat with group they are with throughout the day.
- Ages 3 & up will have meals served family style.

Infant /Toddler feeding Policy

Parents will be responsible for providing formula and/or breast milk for their child and as many bottles as the child will need throughout the day. The bottles will be rinsed after use and returned to the child’s cubby daily. The Center has a freezer available for breast milk if families want to bring in a larger supply at a time, the teachers will let parents know when the supply is low so it can be replenished. The Center can store formula containers and will let parents know when more is needed. Nursing moms are always welcome when their schedule permits to come and feed their child. There is a private spot available if it is more comfortable for mom and baby.

When the child is of the appropriate age, the parents are required to bring baby food that their child will be eating. The center has space to store jar food, or premade food. If the food is pre-made, it must be labeled with the ingredients, the date, and the child’s name. When the child is of the appropriate age, the center will provide finger food to encourage self-feeding.

It is important for communication to be open between the parents and the teachers to ensure the infant’s schedule is consistent. The parents will fill out an Intake for Under 2 years old form that will describe the current schedule that the child is on, it will be updated every 3 months to ensure changes in the child’s routine are being followed. The parents will receive a record of their child’s day that includes: meals, diaper changes, nap times, and activities done during the day.

Y Care

Licensing

The YMCA Y-Care Before and After School Program is licensed through the Department of Health and Family Services, Division of Children and Family Services.

Hours of operation	6:30 A.M. until beginning of school day; End of school day until 6:00 P.M.
Months of operation	August - June (varies by site)
Days of operation	Monday – Friday
Capacity	15 – 90 (varies by site)
Ages	3 – 12 Years (varies by site)

*Please see our website for site specific information www.glcymca.org

The programs sites will have a copy of the DCF 251 Licensing rules and center policies available upon request for review. The program will display the state license and the most recent licensing inspection report will be posted next to the license with any non-compliance or enforcement actions, as well as additional information such as schedule, lesson plans, snacks, and fire/tornado drill document.

The Y will comply with all laws governing facilities and operations. The Youth Development Director will submit any concerns or violations to the department in writing. The parent handbook, child medical log, and children’s records are available for review at any time.

Every site location will have a second adult available within 5 minutes of the location in the event of an emergency. This shall be posted on the parents’ board with the license.

Absence

Y-Care Staff **must** be notified if your child will not be attending the program on a normally scheduled date.

Please notify us through the Child Care Office or by calling your site’s cell phone as soon as possible. When calling please state your first and last name, as well as your child’s first and last name. If you do not call our staff, we will call to see if your child will be attending.

*Please see our website for site specific information and phone numbers www.glcymca.org

Program Schedule

The Y-Care programs are planned to include the following daily. Tentative timeframes are posted at the site. Planning for all ages will be developmentally appropriate and approved by the Youth Development Leadership Team.

- **Large and Small Group Activities:** Children are encouraged to interact in a large group, take turns, participate themselves, and allow others to participate with them. Children are assisted in developing particular age appropriate skills such as building, reading, problem solving, etc.
- **Homework Time:** Children are given quiet time to work on homework. Staff are available to help. Children without homework will be encouraged to read quietly by themselves or with a small group. Children will be exposed to age-appropriate literature and are encouraged to use their imagination, to build vocabulary, and to develop listening skills.

- **Snack Time:** Children will learn group cooperation, language development, social interaction, self-serving, and good nutrition, as well as be encouraged to try a variety of different foods.
- **Transitioning to/from Activities:** Staff will limit time children have to wait in lines and minimize transitions during the program.
- **Clean-Up:** Children are encouraged to participate in the care of their environment.
- **Outdoor Play:** Daily schedules will include outdoor play, weather permitting.
- **Character Values:** Children will be exposed to a variety of activities, projects and role modeling that reinforce positive values. The Y will implement a character development program that emphasizes caring, respect, responsibility, and honesty.

Sample Schedule:

Before School Programing

6:30-7:00 am: Choice Centers
 7:00-7:30 am: Special Activity
 7:30 am: Wash Hands
 7:35 am: Snack
 7:45 am: Wash Hands
 7:50 am: Group Game
 8:00-8:15 am: Outside Time
 8:20 am: Clean Up
 8:30 am: Students Dismissed

Afterschool Programing

3:45 pm: Students arrive
 3:45-4:00: Choice Centers
 4:00-4:20: Outside Recess
 4:25 pm: Wash Hands
 4:30 pm: Snack
 4:45 pm: Wash Hands
 4:50-5:10: Homework Time
 5:15 pm: Special Activity
 5:35 pm: Group Game
 5:45 pm: Choice Centers

Transportation

The Y will transport children in Y vehicles only in the event of an emergency. If we transport children in Y vehicles, staff who drive the vehicles will hold a valid driver's license and have a full driver's record on file. Seatbelts will be used in Y vehicles. Teachers take a cell phone, children's emergency information, the attendance list, any needed medication, and a First Aid kit when away from the program. We follow all the same emergency and First Aid procedures as we would while at the program.

When walking, one adult is at the beginning of the group, one at the end, and any other adults are dispersed in the middle. Teachers take roll call before, during, and after being transported to ensure all children are accounted for. While riding the bus, staff supervise the children to ensure they remain seated, are riding safely, and restrained by a safety belt at all times. Children shall never be left unattended in the bus. Once the children depart from the bus, a teacher will:

1. Do head counts, ensuring the correct numbers of children are present.
2. Walk down the bus aisle checking to make sure each child has safely departed and no one has been left behind on the Y vehicles.

Nutrition/ Snacks

All children in the Y Care program will receive a morning and afternoon snack. Menus for snack will be posted monthly on the parent board. Snacks shall consist of at least two of the following: milk or a milk product, fruit, fruit juice, vegetable, whole grain or enriched bread, or cereal. When fruit juice is served, it shall be 100% fruit juice. Snacks are stored in a sealed plastic bin, located in a designated area at the program.

Sample Menus:

	Mon	Tues	Wed	Thurs	Fri
AM	Yogurt and banana chips	Mandarin Oranges and granola bar	Cereal and milk	Bagels/cream cheese and fruit cup	Whole wheat english muffin and strawberry preserves
PM	Apple sauce and wheat crackers	String cheese and turkey stick	Whole wheat crackers and yogurt	Ham and whole wheat bread	Rice cake/wow butter and fruit cup

Snack will be provided once in the morning and once in the afternoon, but if children have large appetites, parents should send them with additional snack. Schedules will vary slightly from site to site.

Morning Snack 6:45 - 7:30 A.M.

Afternoon Snack 3:30 - 4:30 P.M.

Menu Planning

The Y staff will be responsible for planning the menu. They will take into consideration cultural and ethnic preferences of children. We provide nutritious and appetizing snacks that meet the U.S.D.A requirements. All snacks provided by the Y will be age appropriate for children with the ability to eat table foods.

Summer Day Camp

Licensing

The Y Camp/ Summer School Camp Program is licensed through the Department of Health and Family Services, Division of Children and Family Services.

Hours of operation	6:30 A.M. – 6 P.M.
Months of operation	June, July, August and September
Days of operation	Monday – Friday
Capacity	210 (varies by site)
Ages	4 – 17 Years

***Please see our website for site specific information and location options - www.glcymca.org**

The Y Summer Day Camp is licensed through the Department of Children and Families. The program displays the DCF 252-Licensing rules, license, and most recent licensing inspection report for the Day Camp. Inspection reports are available for review and reference at the camp office entrance and sign in/ sign out area. The program will display the day camp license on the bulletin board by the door of the base camp office.

The most recent licensing inspection report will be posted next to the license including any noncompliance or enforcement actions. The Y will comply with all laws governing facilities and operations. A copy of DCF 252 and camp policies are available upon request.

Our site location will have a second adult available within 5 minutes in the event of an emergency. This shall be posted on the parents' board with the license.

Statement of Purpose

Our purpose is to enhance social, emotional, motor, language, self-help, and cognitive development with an emphasis in recreation. Lesson plans are age and developmentally appropriate. Our schedule seeks to encourage personal growth in the areas of: clarifying values, friendship, social interactions, communication, respect, cooperation, teamwork, and self-confidence.

What to Bring to Camp – Varies by location

To be the best prepared for our days of fun please bring the following with you daily:

- Water bottle
- Two healthy snacks: One morning snack and another afternoon snack
- Backpack – All items should fit within one bag and to be carried by the camper
- Healthy bag lunch – Ice pack if necessary for field trip days
- Swimsuit & Towel
- A change of clothes
- Tennis Shoes or other closed toe shoes

We challenge your child to leave electronic games, iPod/MP3s, iPads/tablets, cell phones, etc. at home this summer. At camp, your child is responsible for their items. The Y camp staff hold no responsibility for items traded, damaged, lost, or stolen.

Personal Belonging

All children's belongings should be labeled with first and last names. Staff are not responsible for lost, stained or soiled clothing, or any other personal belongings that are lost or damaged. The Y will provide programming supplies unless otherwise requested.

Dress Policy

Camp life is informal and at times can get messy. Have your camper wear typical play clothes, the kind you don't mind getting dirty. Though we try to keep clean, some of our activities might get a little messy. All campers are to come in clothes that allow them to partake in activities. Though flip flops are Program for aquatics field trips, they might not be the best option for activities on other days at camp. Please also pack a pair of tennis shoes. All campers are to dress in a manner that does not endanger the health or the safety of self or others, damage property, or disrupt others in participating activities. Revealing bikinis, halters, short-shorts, tank tops, cut off t-shirt tops, and bare feet are not suitable for camp. All campers should wear their camp shirt on field trip days.

Please Do Not Bring

New, expensive, or irreplaceable items should remain at home. Money, knives, weapons, controlled substances, lighters, matches, fireworks, candy, or gum are not to be brought to camp. These items will be confiscated, please leave them at home. Campers found to have possession of weapons, drugs, alcohol, or tobacco products will be asked to leave camp. Parents will be notified to pick up their child within the hour.

Lost and Found

Throughout the summer we collect items that are forgotten in a central location near the camp office. We encourage each family to frequent this collection to locate your missing goods. Items that are labeled will be returned to the camper or the camper's family at the earliest convenience. At the end of the camp season, items will be donated to Goodwill or another charitable cause. The Y and staff hold no responsibility for items traded, damaged, lost or stolen.

Late Arrival, Early Pickup, Late Pickup

Late Arrival: If you are running late, please call in advance. Additionally, please note late arrivals impact camp field trips. We often leave by 9:00am. On non-field trip days our group activities began at 9:00am.

Early Pickup: If you are planning on picking up early, please discuss with a supervisor. Field trip early pickups may be difficult to plan as we may be traveling back to camp. At camp, we can better prepare a child for pickup in the event of picking up during an activity.

Absence Policy

Please notify us as soon as possible when your child will not be attending the program as scheduled. When calling please state your first and last name and your child's first and last name. By 10 a.m. we will be contacting parent(s) if a child is absent from camp without prior notification. No refunds will be made in the child's absences.

Outdoor Activity

At camp we have a natural curiosity on outside play and natural environment. We will have the opportunity to discover and explore in our local nature trails. When going on the trails, supervisors will be aware of group locations and walkie-talkies will be used to keep in communication with base camp. For the safety of the children, we will not go outside for activities if the temperature is 90 degrees or above (including humidity) or if there is a weather advisory. In the case of severe weather with lightning and heavy rain, we will remain indoors. In the event of a field trip being changed due to weather (storms, high temperature, or otherwise), parents/guardians will be made aware of the change the morning of the trip, during camper drop off.

Adventure Based Activities

Adventure based activities include experiences such as ropes or challenge courses, hiking, and rock climbing. All personnel leading and providing training to the children are fully trained and have experience for the type of adventure-based experience they are supervising. Equipment will be properly installed, maintained in good condition and working order, and appropriate to the size, developmental and ability level of the children using the equipment. Counselor-to-child ratios will be adequate to manage and supervise the adventure-based activity based upon the number of children participating.

Field Trip Days

Field Trip Days are scheduled each location during camp. Due to travel time, field trips typically depart by 9:00am. All campers must be to camp and with their counselors no later than 8:30am. We are typically back to camp by 4:00pm. In the event of delays (i.e. traffic, weather, etc.), we will keep the others at base camp posted as to our estimated time of arrival. If a field trip requires a release of liability form to be filled out, forms will be handed out prior to the field trip; forms must be completed and handed in by the day of the field trip or campers will not be able to participate. Campers are encouraged to wear camp T-shirt for all field trip days for child safety.

Please do not send money on field trips unless otherwise specified.

Daily Activities	Typical Schedule	Typical Field Trip Schedule
6:30-7:30	Extended Care	Extended Care
7:30-8:45	Activity 1	Activity 1
8:45-9:00	Opening Ceremonies	Traveling to Destination
9:00-10:00	Activity 2	
10:00-10:30	Morning Snack	Morning Snack
10:30-11:15	Activity 3	
11:15-12:00	Lunch	Lunch
12:00-1:30	Lie Low/Character Development	
5:00-6:00	Extended Care	Extended Care

Lie Low Time, Character Development, and Service Learning

During "lie low" our youngest campers will have the chance to have a rest period or enjoy story time, read by staff. If they prefer to read themselves, a space will be available for children to read books. Other activities may include an art activity, activity pages, puzzles, coloring, or other activities. The environment will remain calm and quiet for those who choose to rest during this time.

After lunch our other groups have character development. During this time campers work on activities individually or in a small group. Activities may include: reading, writing, working on bracelets, building, science activities, nature exploration, service learning, and more.

Transportation

Parents are responsible for transporting their children to and from the Y Day Camp location. On field trip days, busing will be provided by a contracted licensed bus company. Children who have special accommodations will sit near a counselor or other staff if needed. When loading buses our staff follow special loading instructions:

- A staff will board the bus prior to campers boarding.
- At the door of the bus, each counselor will do a face-to-name check with all of their campers.
- Again on the bus, each counselor will do another face-to-name check.
- A supervisor or lead counselor will conduct a total head count to verify the numbers are correct.
- Upon arriving at the destination, one staff will be the first one off the bus.
- As children are exiting the bus, staff complete a face to name check
- Another staff will be the last one off the bus.
Staff will make sure to check all seats and ensure that all children have exited the bus.
- A supervisor or lead counselor will again conduct a total head count to verify the numbers are correct.

In the event we transport children in the Y vehicles, staff who drive the vehicles will hold a valid driver's license and have a full driver's record on file.

WATERFRONT ACTIVITIES

All water activities will be under the direction of a Lifeguard Certified Waterfront Supervisor.

A Waterfront Supervisor is 18 years of age or older, holds a current life-guard certification, and is not included in staff-to-child ratio. We have at least 2 Y certified lifeguards on each swim field trip.

Swimming Abilities Test

A certified lifeguard determines swim abilities of each individual child on the first day your child attends a swim day. Your child will be given a swim neck band which is one of two colors, yellow or green. The swim band lets the counselors and the lifeguards know the swim level of the campers and where in the area the campers are allowed to go. This does not replace the Y swim test, this is a separate test.

At camp, your child is one of many campers in the swim area at one time and the following system is to help ensure the safety of all campers. To keep our safety standards high, we divide the campers into swim levels and only allow campers with green neck bands to enter the deep water areas. Swimmers in the deep areas will complete a separate swim test at the venue to acquire their swim test as well to ensure necessary skills at the specific venue. The decision of a pass or not pass is left to the choice of the venue's guards.

Green Swim Level

Green swimmers are defined as very comfortable in the water and do not get overly winded swimming a distance.

Able to:

- Do the front crawl (including rotary breathing).
- All or some parts of the stroke may not be perfect.
- Timing of the stroke may be off.
- A second stroke of their choice (not including front crawl, doggie paddle or swimming underwater). Stroke may not be perfect.
- Allowed in deep water diving boards and water slides; all areas supervised by lifeguards.

Yellow Swim Level

Yellow swimmers are defined as not able to propel themselves in the water but may still be comfortable in the water.

Unable to:

- Show signs of knowing how to swim the front crawl
- May not be comfortable in the water or refuse to enter the water
- Allowed only in the shallow end of the pool (zero depth) or on the dry land playground equipment; shallow is considered to be not over their stomach. Pertaining to the select areas in water supervised by lifeguards and dry areas supervised by camp staff.

Swim Buddy/Swim Checks

Each camper will be assigned a swim buddy based on swim ability (ex: green with green, and yellow with yellow). Buddy checks will be done at least every 30 minutes, at a minimum, and buddies will swim in close proximity to one another. Staff will call a buddy check. At this time the group will gather at the assigned meeting spot and take role call to make sure all campers and their buddies within their group are accounted for. After everyone is accounted for and a counselor has entered the water, the children may then reenter the water.

Swim Areas

At each venue we swim, there will be certain swim areas we use. Campers are able to use multiple areas of a facility. During transitioning from one area to another they must verify with staff prior to leaving or entering another swim or dry area. Only areas with a staff present and supervision are options for campers to occupy.

Swimming Abilities Retesting

Campers can retest during designated aquatic field trips. During swim time, they can practice and may ask for help with their strokes. Please keep in mind this system is designed for the safety of your child and all of the other swimmers.

Locker Rooms

All of our staff have specific steps to follow when taking a group of children to the locker rooms at a public facility. A staff will enter the space first to check for any suspicious persons, then come back to the group to lead the group to their changing area. The area will remain supervised by more than one camp staff, while any camper is in the locker room. As all the campers are finished, a staff will be the last person of our group out and ensure all camp persons have exited the locker room. While in a locker room all staff must be within sight of another staff for safety.

Missing Child during Water Activities

While we are swimming, we routinely call out a swim buddy check. Upon a buddy check each camper and their buddy will check in with their counselor to verify they are there with their buddy. If a camper does not return with their swim buddy, the individual reporting the missing person will give a detailed description of the person and will stay at the location for identification purposes. A public address system announcement will be made describing the missing person and telling the missing person to report to the main lifeguard area or nearest lifeguard. All lifeguards will search the swimming areas, starting where the missing person was last seen. Our camp supervisor will search immediate areas. All campers will be moved to a central location to do a group count and take attendance and camp staff will search playgrounds, picnic areas, bathroom/changing areas/etc. The summer day camp director will be contacted, they will notify parents and authorities about the situation. The lifeguards will continue to search entire "waterfront" until everyone is accounted for or until proper authorities take over.

Swim Shoes

Many lakes and natural swim areas in Wisconsin have zebra mussels. Though we travel to a wide range of swimming pools, lakes, and county parks, we encourage the use of water shoes to help protect your child's feet. These small clam-like mollusks have a pointed ridge that is sharp and can hurt if stepped on.

Boating Procedures

Boating may occur on field trips. Each occupant of a boat will wear a coast guard approved personal flotation device which are appropriate to the weight of the person wearing it. There will be at least one adult in each boat who is a competent swimmer. Children who have not demonstrated advanced swimming skills shall be limited to the use of rowboats. All boats, oars, and paddles are in good repair and inspected for safety.

Injuries

Minor First Aid may be administered by the staff, each staff carries a first aid kit during program. Camp supervisors serve as the on-site Health Supervisors. Treatment of children who are injured will be taken care of as necessary, written permission from the parents to call the family physician or refer the child for medical care in case of injury is on file.

The medical log will be reviewed by the director with staff at least once a month in order to determine that all possible preventative measures are being taken and no trends are occurring.

NUTRITION POLICY AND MEALTIME

The Y views snack and lunchtime as an important time of day. We encourage all children to practice good habits during meals, including washing hands before and after eating, eating politely and cleaning up after themselves. We recommend the use of lunch boxes with a freezer pack.

Each child must bring a mid-morning and mid-afternoon snack every day of attendance. Healthy snacks will be encouraged. Each child must also bring a labeled water bottle to be kept with them throughout the day. We encourage additional snacks to be packed if your campers have a larger appetite. In the case of an allergen or food allergy, all staff are trained to take precautions within each group to avoid contact with food allergens during snack and lunch times. It is the responsibility of the parent/guardian to pack two healthy snacks for their child daily.

Dependent on camp location: Lunches are included in your weekly fee and will be provided on the days your child is at base camp (ie. Mondays, Wednesdays, and Fridays). Lunches are catered (prepared and served). Lunch will include items such as items listed below. All lunches include milk, bread products with at least 51% whole grain, vegetables and fruit. Lunch menus are posted on our parent board.

Monday	Tuesday	Wednesday	Thursday	Friday
Tomato Basil Soup Cheese Sandwich Fruit Cup Celery and Peppers Milk	Packed Lunch – Parent Provided	Mini Pancakes Colby/Jack Cheese Stick Apple Celery Stick Milk	Packed Lunch – Parent Provided	Chicken Patty on Bun Italian Salad Banana Cookie Milk
Soft Shell Taco Green peppers Cheese, lettuce and salsa Mixed Fruit Cup	Packed Lunch – Parent Provided	Ham and Swiss on Roll Mixed Fruit Cup Carrots Milk	Packed Lunch – Parent Provided	Turkey Sub Sandwich Baked Cheetos Mini Carrots Applesauce Cup Milk
Build a Burger Salad Pineapple Tidbits Milk	Packed Lunch – Parent Provided	Fruit Yogurt Parfait Bagel w/ cream cheese Mini Carrots Orange Juice Milk	Packed Lunch – Parent Provided	Cheese Pizza Fruit Vegetable Dessert Milk

Missing Lunches

For a child missing a lunch on a field trip day or when lunch services are not available, staff will first contact parents to drop off a lunch by the time the camp leaves for their field trip. It is not an option to have a child purchase a "hot lunch" at our destinations (unless otherwise informed), most destinations do not provide food or have food stands. If a lunch is not provided by the time we depart for the field trip a \$20.00 fee will incur on your statement and staff will pack a cold sack lunch for the child.

Water Supply

Children have access to water throughout camp and on field trips. When outside or on field trips we have water cooler type containers available with clean, safe drinking water. These containers are cleaned daily. Children are encouraged to bring their labeled water bottle to activities throughout the day.

Parent Provided Food

The Y is concerned about the kids receiving adequate representation from all food groups at lunchtime. We recommend that the lunch consist of at least one item from each category:

- Protein sources such as meat, poultry, fish, eggs, cooked or dried peas or beans, cheese, or peanut butter
- Two vegetables, one vegetable and one fruit, or two fruits
- Cereal, whole grain or enriched bread products
- Vitamin D Grade A milk, cheese, pudding, or yogurt
- Limited treats
- No soda