



CHILD DEVELOPMENT CENTER

# PARENT HANDBOOK



# WELCOME TO THE YMCA CHILD DEVELOPMENT CENTER!



We are honored that you have chosen to partner with us in the healthy development of your child.

We take this role very seriously and commit to providing your child with opportunities to explore and learn through developmentally appropriate activities in a safe, nurturing environment.

Please use this handbook as a resource regarding YMCA Child Development Center policies and procedures.

This handbook provides important information about the program structure, policies and practices. Parents/ Guardians who have questions or concerns regarding their child's participation or any other aspect of our programs are encouraged to visit our campus and talk to our friendly, knowledgeable child development staff. Below is the contact information.

## **PARENT NOTIFICATION OF THE LICENSING NOTEBOOK**

Child Care Organization Act, 1973 Public Act 116  
Michigan Department of Human Services

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

# OUR PHILOSOPHY

We believe that all children develop emotionally, intellectually, physically and socially. **All areas of development are equally important and affect one another.**

We also believe that children develop as a result of their interactions with adults, other children and the materials around them. Based on these beliefs, we provide opportunities for children to develop in all domains through interactions individually, with the teacher, other children, and with materials.

Our curriculum is designed to enhance the development of children, to extend their skills and levels of understanding as well as foster **positive self-esteem and positive feelings about school.**

We believe that parents are the primary educators of their children and strive to enhance parent knowledge about child development and the specific development of their child. We encourage parent involvement in their child's education.

## YMCA MISSION + VISION

Our Y is committed to supporting families and children in the Grand Traverse area; the Child Development Center provides a nurturing environment where children feel safe and supported while learning, growing, making friends and preparing for the world of kindergarten and beyond. Our core values, caring, honesty, respect, responsibility and safety, are implemented daily in everything we do. The Y is committed to youth development, healthy living and social responsibility. We have educated, well-trained employees committed to our cause.

Our vision is to provide high quality, affordable early education so all children and families can learn, grow and thrive.

### GENERAL CENTER INFO

 (231) 346-4980

 1027 McRae Hill Dr  
Traverse City, MI 49685

 **MON-FRI**  
7:00am-5:30pm



#### DIRECTOR

 Shannon Galla  
 [shannong@gtbayymca.org](mailto:shannong@gtbayymca.org)  
 (231) 346-4968

#### BILLING + FINANCIAL ASSISTANCE

 Meredith Gafill  
 [meredith@gtbayymca.org](mailto:meredith@gtbayymca.org)

# CURRICULUM

The Y is committed to the development of individual children, families and communities. Children benefit most from Child Development Centers that keep them actively engaged through play, physical, mental and emotional activities. There are five components of the Creative Curriculum framework:

1. How children develop and learn
2. The learning environment
3. What children learn
4. The teacher's role
5. The family's role

The four areas of development are social/emotional, physical, cognitive and language. There are many choices for interest areas in the classroom environment including blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and movement, cooking, and computers. Children will learn literacy, mathematics, science, social studies, the arts, technology, and process skills.



## CURRICULUM INCLUDES



### **SOCIAL SKILLS:**

getting along with others in certain environments



### **DIVERSITY:**

appreciating differences in people, places and things



### **MATH:**

assisting with basic concepts



### **SCIENCE:**

experimental fun learning activities



### **BASIC COMPUTER SKILLS:**

learning programs and group activities.



### **GROSS AND FINE MOTOR SKILLS:**

movement and placement



### **LANGUAGE/LITERACY:**

verbal/non-verbal communication, reading, writing and words



### **RECOGNITION OF SELF:**

self-esteem, likes, family, culture, talents



### **NUTRITION:**

health and wellness, healthy foods and activities



### **COGNITIVE:**

process of thought



### **EXPLORATION:**

discovery of children's interests



# DEVELOPMENTAL SCREENING

We use Early Screening Inventory Revised (ESI-R) as our screening tool. ESI-R is a brief developmental screening instrument that is individually administered to children aged 3–5 years. **It samples performance in the areas of speech, language, cognition, perception, and motor coordination.**

We conduct assessments on all children at least twice annually (generally fall and spring). This ongoing process documents and assesses children's knowledge, behaviors and plans for their learning.

The teaching staff assesses each child in their classroom environment by documenting observations, collecting samples of work, creating portfolios and taking anecdotal notes. Through intentional observations the teaching staff is able to have a comprehensive picture of the developmental needs of the individual child as well as the classroom as a whole, which will be the basis of planning for small and large group activities.

The teaching staff will conduct conferences with families to discuss the child's progress and together create a plan based on the child's individual needs. If the teaching staff and/or the parents feel there is a need for further formal assessment or assistance based on our evaluation, the Y will provide additional resources or refer the family to the appropriate agency. All results of the assessments are kept confidential.

The YMCA Child Development Centers also incorporate child portfolios as part of our assessment policy. Portfolios are collections of information relating to each child's development progress in an educational setting. Portfolios include: child's biography, self-portrait, family questionnaires, domains, portfolio summaries and child observations.

# FAMILY PARTICIPATION/OPEN DOOR POLICY

We welcome your presence in the classroom, on field trips, and on special days. **Please keep in mind that open communication with your child's teacher is very important.** Both the children and staff enjoy your participation. If you have time or talent to share, please let us know. The Y offers an open door policy to all of our parents – you may come to observe any part of the day or eat lunch with your child.

- Family information boards are located in our library area. Information is provided about upcoming Y events, lesson plans, menus and class routines. Information on students' daily experiences will be shared through our Brightwheel app (see pg. 6).
- Family conferences are scheduled a minimum of twice a year, or as needed.

# BRIGHTWHEEL

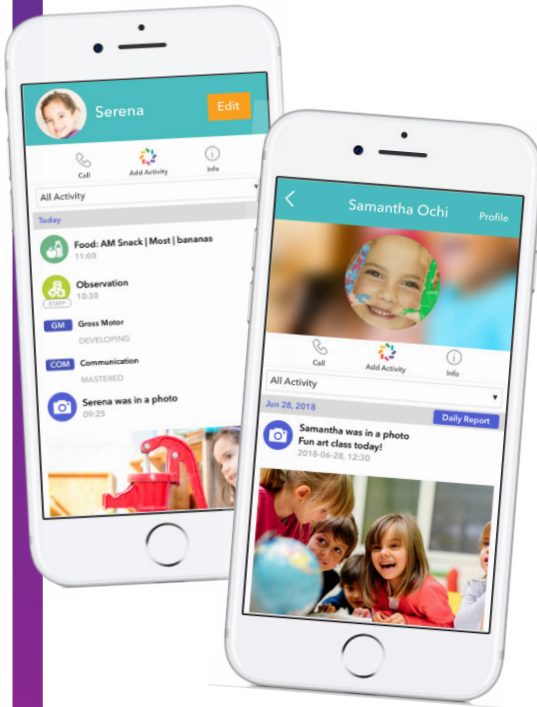
Brightwheel is an app that allows teachers to easily document and track your child's day, milestones, and photos throughout the school day to give you a real-time view into your child's experience. Each child has a news feed so parents, grandparents, or even nannies can check in on the child right from the palm of their hand. Never miss a moment with Brightwheel!





# brightwheel

## #1 PLATFORM FOR EARLY EDUCATION



Daily updates in real-time



Photos of your child



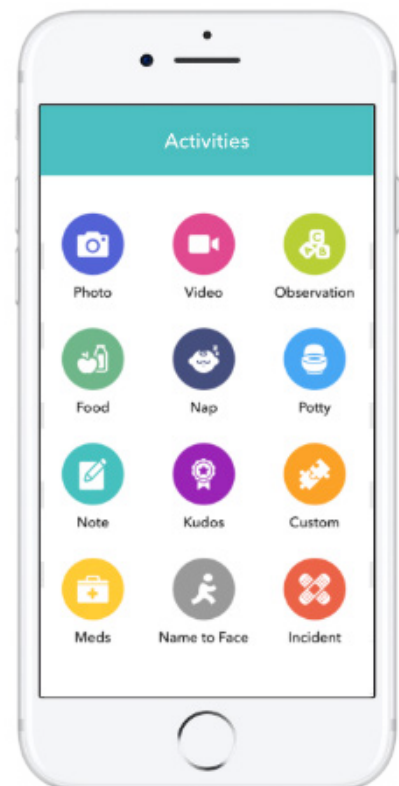
Stay connected to your child's teacher



Digital check-in



Invite family to see your child's feed too!



**100% OF PARENTS**  
**ARE MORE SATISFIED** WITH  
THEIR SCHOOL EXPERIENCE  
ONCE BRIGHTWHEEL IS  
IMPLEMENTED.

# PARENT INVOLVEMENT

Children who are successful in school have many healthy interconnections between family, school, and community. Parent involvement in the learning process strengthens learning at home and is directly linked back to positive child outcomes at school.

## IDEAS FOR PARENT INVOLVEMENT:

- Share special interests with children such as fishing, photography or sewing
- Provide recyclables and help to make play materials
- Assist with classroom lending library
- Create displays of child initiated work
- Meet with teachers at parent/teacher conferences to set developmental goals and discuss children's progress
- Support children's learning at home
- Read or contribute to a parent newsletter
- Storytime (read aloud to your child before bedtime, nap time)
- Have child write their own story and read it back to you
- Word recognition, touching words
- Word games during road trips
- Visit your local library
- Cook with your child – have your child read the recipe
- Use animated voice when reading to your child
- Memory games
- Help a teacher – volunteer to make copies, cut crafts, read to students, or assist at toy and game tables



## SPECIAL NEEDS

If a child has special needs, please contact the Y so that we can set up a time to talk before the child begins attending our program. We welcome all children at the Y, however, we do not have the capacity to provide one-on-one staffing support and attention. This meeting is designed to exchange information to make sure we can accommodate your child's needs within our staffing capabilities. We want to see that the family's needs and expectations are met.

# ENROLLMENT PROCESS AND EXPECTATIONS

This information will help you understand the enrollment and payment processes.

## Before Enrolling We Suggest:

1. Tour the facility you are considering
2. Meet the staff
3. Review Parent Handbook to ensure that the program is right for your family

## Paperwork Needed:

- ☒ Enrollment Form
- ☒ Emergency Medical Record
- ☒ Medical Record
- ☒ Immunization Record
- ☒ Child Health Assessment
- ☒ Off Premise Permission
- ☒ Medication Form (if applicable)
- ☒ Enrollment Policies Form
- ☒ Door Access Form
- ☒ Child Questionnaire Form
- ☒ Infant Meal Form and Safe Sleep/Back to Sleep Policy (if applicable)
- ☒ Handbook Acknowledgement

## PAYMENT NOTES



A \$50 enrollment fee is due upon enrollment.



Payments are due every Monday before the week of attendance.



A \$10 late fee per child will be assessed to all payments received after due date.



Cash payments are not accepted; payment options are: credit card, check, money order or bank or credit card draft.



A 5% discount is given for each additional child attending the Child Development Center.

## FINANCIAL ASSISTANCE + 3<sup>RD</sup> PARTY CHILD CARE CONTRACTS

The Y is firmly committed to access for all, regardless of family financial situations. The amount of financial assistance awarded each year is dependent on the amount of fundraising and donations received each year.

We ask that families first apply to DHS at (231) 941-3900 or visit <http://bit.ly/ChildCareAssistance>. If families do not qualify, a financial assistance application may be completed with a copy of the DHS denial letter.



Scholarship form must be fully completed with all information included. Allow a minimum of three weeks for processing. All fees apply as normal until the application has been reviewed and approved. All scholarships are subject to availability of funds.

## VACATION POLICY

After 6 months of enrollment, CDC families in good financial standing have an opportunity to utilize one week of vacation per calendar year. A vacation week allows children to be absent without payment. Vacation days do not roll over. If a child is absent and not utilizing vacation time, payment is due weekly.

To help us serve you best, verbal or written communication needs to be submitted to the Director at least 1 week prior to using your vacation week. In your communication, please specify that you're wanting to use your vacation week rather than just submitting dates your child will be absent. This will help our teachers as well as our billing office process your vacation week more seamlessly.

## PAYMENT INFORMATION AND POLICIES

### Due Dates

- All program payments are due every Monday, before the week of attendance. Parents may pay weekly, semi-monthly or monthly.
- A \$10 late fee per child is assessed to all payments received after the Monday prior to week of attendance.
- All DHS child care state assistance co-pays are due on the first day of each month or week, prior to attendance.
- Children will not be allowed to attend program without advance payment. If a parent has an unpaid balance, the child may be disenrolled from the program.
- Payments are non-transferable and non-refundable (unless there are unforeseen circumstances and to be determined by administration staff ONLY).
- A \$25 non-sufficient funds (NSF) will be applied each returned credit card transaction
- Tuition is owed even if a child does not attend due to illness.

### Payment Options

- Payment options are:
  - Credit card
  - Check
  - Money order
  - Bank or credit card draft
  - **Note:** we do NOT accept cash payments
- Drafts can be set up weekly on Sundays, the 1st, 15th or both the 1st and 15th.
- All non-draft payment options will be subjected to a \$10 weekly processing fee.

### Available Discounts

- There is a 5% discount for each additional child attending the YMCA Child Development Center.
- Weekly fees are NOT prorated on days the center is closed.

**WANT TO PAY ONLINE?  
SET UP AN ONLINE ACCOUNT!**  
<http://www.gtbayymca.org/how-to-register-online.pdf>



# ELIGIBILITY

We serve children ages 3 weeks through 5 years from all counties. Children are broken into separate classrooms of infant, toddler and pre-K. Our goal is to make sure every child is prepared with social-emotional skills and age-appropriate development to move on to the next classroom.

We implement developmentally appropriate transitions, meaning we only transition a child to the next classroom if he/she is developmentally ready.

In some cases we may keep a child in his/her current classroom for longer than the typical age range, and in some cases we may move a student up to the next classroom with parent permisison, if he/she is developmentally ready.



## CLASSROOM AGE RANGE

**INFANT:** 3 weeks – 14 months

**TODDLER:** 14 months – 3 years

**PRE-K:** 3 years – 5 years

# TUITION RATES

	PART-TIME (3 days/week)	FULL-TIME (4-5 days/week)
Infant & Toddler Rates	\$175/week	\$220/week
Pre-K Rates	\$145/week	\$185/week

All families attending full time will receive a full family membership valued at \$948. This means that your family will have access to all 3 of our facilities (West, Central and South)!

You’ll have access to over 70 free land and water group exercise classes every week, 3 pools, 4 tennis courts, 6 pickleball courts, 3 racquetball courts, 2 fitness facilities, the Youth and Family Center, discounted pricing on all youth and adult programming, and more. We’re excited to offer this added value for you and your family.

**\*NOTE:** Families attending 3 days a week may NOT change the days in which their child(ren) attend. This is to respect other families’ reserved days and to abide by child teacher ratio laws. If a day is missed, weekly tuition rates still apply, and no other days may be subbed in to make up for missed days. To request a permanent attendance change, please request a schedule change form from the Center Director.

# WHAT TO EXPECT IN THE YMCA PROGRAM

We want you and your children to be comfortable knowing what to expect right from the first day.



## CHILD'S FIRST DAY

Sometimes it is just as difficult for a parent to face separation from a young child on the first day as it is for the child. Regardless of the personality of the child or how eager he or she may seem, there will be a moment when he or she realizes you are not going to stay. The emotions that accompany this realization are perfectly normal and natural.

If schedule permits, families may want to spend a few minutes looking around the environment together on the first day. Gradually, focus attention on another adult in the room. When the child senses that he or she is not being closely watched, he or she will usually start to relax.

It is also helpful to bring the child to see the environment and meet the staff prior to the first day of program. If parents show children they are comfortable with the program and the staff, children will feel comfortable. It is important that parents say "good-bye" to children (never sneak away) and then leave immediately. We welcome you to call and check on your child.

Remember to bring all the supplies listed in the classroom welcome packet.

## DROP-OFF TIME (9:00AM DROP OFF REQUIRED)

Upon arrival at the Center, the following guidelines will be followed:

- Children must be **signed-in upon arrival**.
- **Children must be escorted by the parent/guardian into the Center, taken to the appropriate room(s) and assisted in washing hands.** Contact with the child's teacher is encouraged so that the teacher is aware of the child's arrival. If an unaccompanied child does not make it into the Center, and to a staff person, the Center will not be responsible for the child.
- We ask that any adult dropping off or picking up a child please **refrain from talking on a cell phone**. Center staff uses this time to speak with parents about important issues and we need your full attention.
- **We ask that children arrive at the center by 9:00am**, not only to ensure they fully benefit from the educational portion of our program, but also for staffing ratio purposes. We understand that occasional conflicts may occur (medical appointments, transportation difficulties, etc.). When

these do occur, it is the responsibility of the parent/guardian to call the Center before 9:00am to inform the staff of a child's late arrival or absence.

- Individual arrangements can be made with the Center Director for parents/guardians whose children cannot arrive at the Center by 9:00am on a regular basis.
- All children must wash hands upon arriving at the Center. This is the parent's responsibility at drop-off.

**Note:** Please do not allow your child to enter the Center while eating any food.

## PICK UP TIME

Upon departure at the Center, the following guidelines will be followed:

- Parents/guardians picking up children are required to **sign out each child.**
- Older siblings may pick up younger siblings, but they **must be at least 18 years of age.**
- Children will be released **only to those persons listed on the Family Information form** as authorized to pick up identified by the parent/guardian.
- If the parent/guardian wants to change the pick up person over the phone, **the new person must show proof of identification.** The parent/guardian **must sign a written permission** for the new person at the first available time.
- If a parent/guardian or person authorized to pick up a child is intoxicated or substance impaired when they come to the Center, staff will offer to call a cab or another person to transport them. If the person insists on leaving, they will be informed that the police will be called about an intoxicated or substance impaired driver leaving our premises. Additionally, Child Protective Services will be called.

## LATE PICK UP PROCEDURE

We respectfully ask that children be picked up no later than 5:30pm. If a situation arises where you will be late, contact the Center Director as soon as possible. The Y will attempt reaching emergency contacts if you are late in excess of 5 minutes. A late fee of \$5 for the first 5 minutes and \$3 for each additional minute will be charged, per child, for late pickups. Late fees must be paid in full before the next day of attendance. If your child is not picked up 30 minutes after closing and no word has been received, the local police department or Child Protective Services will be notified.

## WEEKLY ACTIVITIES

Children participate in many activities during a typical day including outdoor play/nature walks, literacy and language, science, health and wellness, character development, music appreciation, and cooking. Each weekday also features its own activity designated only for that day of the week. Those featured activities may change throughout the year. In these cases, we will notify parents as soon as possible.

## TOYS FROM HOME

Except for toys needed for the first day of school to help ease a young child's transition, we ask that personal toys be kept at home. The Y does not assume responsibility for personal toys at school.



# EQUIPMENT USE AND SUPPLIES

The Y will make numerous types of equipment and supplies available to children for use during free play and group activities. Normal wear and tear is expected. We simply ask that the equipment and supplies be treated with respect. If a child willfully destroys Y property, the parent will assume financial responsibility for that property.

## DONATIONS

We invite you to donate “recycled” arts and crafts materials such as baby food jars, fabric pieces, frozen juice lids, egg cartons, toilet paper and paper towel rolls, etc. We also accept gently used toys and books. All donations are gladly accepted and happily utilized.

## ON-SITE CELEBRATIONS AND FIELD TRIPS

The Y believes field trips and celebrations greatly enrich our center. **A written permission slip is required for each field trip.** Depending on the cost of a particular field trip, parents may be asked to assist with admission and transportation fees.

To find out specifics regarding each trip (when, where, who and how), check the monthly newsletter or contact your YMCA Child Development Center. If we need to make any changes to what is published in the newsletter, we will post a notice as soon as possible.

Bus rides to and from field trips will not exceed an hour each way. All staff ratios will be maintained throughout the field trips.

If you choose to bring a snack to a celebration, we prefer the foods are not high in sugar content such as: cookies, cakes, cupcakes, candy, or pop. Healthy treats that we recommend: fruit bars, fruit popsicles, or fruit trays. If you're unclear if a treat would be appropriate, please contact the Center Director for clarification. **Please let us know if children cannot take part in a certain celebration so that we can prepare an alternative activity for him or her.** Please let us know one week in advance if you are planning a special celebration at the Y so we may adjust our daily schedule.

## WHAT YOUR CHILD SHOULD WEAR

Your children will go outside every day – please dress him or her in clothes appropriate for active inside and outside daily play, as well as for changing weather. **Label all belongings including hats, coats and mittens.** In the summer, due to safety reasons, children may not wear flip flops or crocs. Closed-toed shoes with a heel strap are required.

**NOTE:** During the winter, please make sure your child has a **heavy coat, hat and gloves.** During toilet training, it is recommended to wear easy to pull up/down bottoms and bring several sets of extra clothes.

## EXTRA CLOTHING

It may be a good idea to bring **two extra set of clothes.** If your child has an accident and does not have an extra set of clothes, parents or emergency contacts will be called and asked for extra clothes or pick up within 30 minutes.



# INCLEMENT WEATHER

The safety of families and staff is important to the Y. In case of inclement weather, please follow the closing announcements on our YMCA website ([gtbayymca.org](http://gtbayymca.org)), our Facebook page ([www.facebook.com/GTYMCA](http://www.facebook.com/GTYMCA)), or get updates delivered straight to your phone by downloading our app (search: "Grand Traverse Bay YMCA" in your app store). The YMCA Child Development Center will be closed at the discretion of the CEO. Your payment account will be credited for any YMCA-sanctioned closures.

# HOLIDAYS

The Y Child Development Center will be closed on the following federal holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day, and New Year's Day. Christmas Eve and New Year's Eve and Black Friday will be available from 7:00am-3:00pm if minimum attendance of 10 students is met. Tuition is not affected by holidays as it is charged on a weekly, not daily, basis.



## MARK YOUR CALENDARS



MEMORIAL DAY  
INDEPENDENCE DAY  
LABOR DAY

THANKSGIVING  
CHRISTMAS DAY  
NEW YEAR'S DAY

# COMMUNICATION

As with all relationships, **communication is the key**. Please let us know what is happening in your family or child's life that may affect behavior, need to be celebrated, mourned, etc. For questions or concerns that require more than a few minutes, please schedule an appointment with the Center Director. Questions or concerns regarding curriculum, your child's participation, behavior, etc., are always welcome. In turn, we will make every effort to give you regular feedback.

Parents and staff are expected to communicate on a regular basis. **The appropriate times and ways to communicate are at drop-off and pick up, through YMCA email, via the Center phone line or through Brightwheel.** The YMCA prohibits communicating through social media platforms or personal text message.

Every month parents will receive a digital copy of our monthly newsletter and snack calendar. Hard copies can be picked up in the office. Special event days will also be posted in Brightwheel.

# TRANSITION MEETINGS

We follow the best interest of your child's development and progress at all times. We determine whether your child is ready to transition to the next classroom based on his or her social emotional skills and age. Our age groups are aligned to give your child the optimal experience with each classroom full of caregivers. Refer to the age chart for classroom ages.

# SUSPENSION

If during the course of a day there is what the Y considers either a major infraction of rules (any form of physical or verbal abuse which places the child or others in danger) or a serious behavioral issue, parents will be notified immediately. The child will need to be picked up within 30 minutes. During suspensions, all fees apply as normal.

# DISENROLLMENT PROCEDURES

The Grand Traverse Bay YMCA reserves the right to disenroll children. If a parent wishes to disenroll his or her child, a two-week written notice is required. Parents are responsible for payment of two-week's tuition, regardless of proper notice being given. Reasons children may be disenrolled include: non-payment of fees, poor suitability of the program for the child, repeated unacceptable behaviors that may be harmful to the welfare of other students such as biting or aggressiveness; excessive absences or inappropriate behavior from the parent or family. Disenrollment is at the discretion of the Director.

# CONFIDENTIALITY STATEMENT

All employees or parents are not to discuss internal matters of which they become aware in front of children or outside parties. Staff is trained not to speak with parents about confidential matters unless instructed to do so by the Director. Disclosure, provision and/or reproduction of employees' or children's files to unauthorized persons are against Grand Traverse Bay YMCA policy. Personal information about a child or his or her parents will not be discussed with anyone, unless it directly affects the well-being of the child.

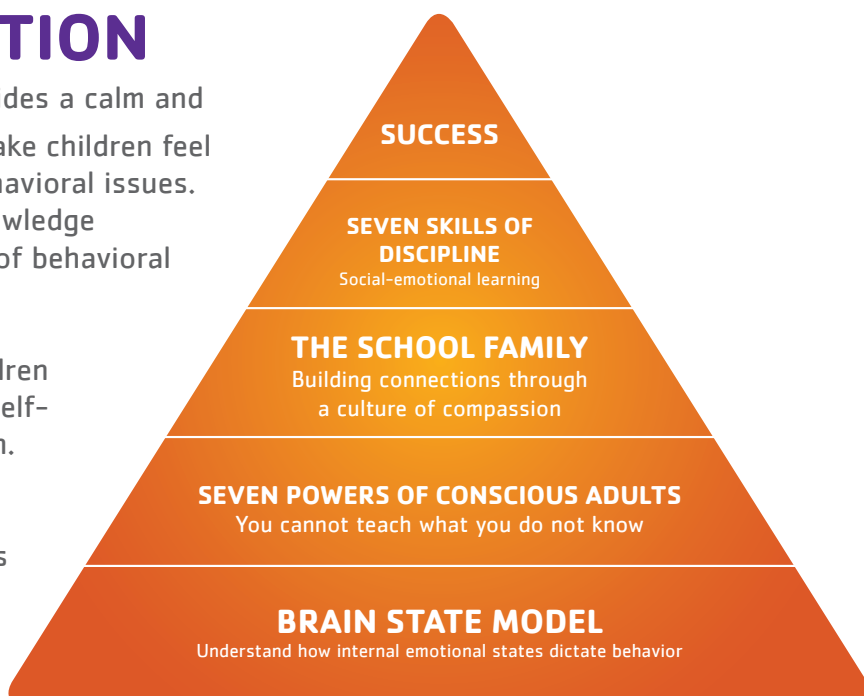
# EMERGENCY EVACUATION PLAN

In the event the Center is evacuated, please refer to our Parent Emergency Handbook.

# POSITIVE REDIRECTION

The YMCA Child Development Center provides a calm and consistent environment, in an effort to make children feel comfortable and safe, thus preventing behavioral issues. Our philosophy is to encourage and acknowledge positive behavior, minimizing the amount of behavioral occurrences.

We use Conscious Discipline with the children to provide a comprehensive approach to self-awareness and social emotional regulation. This method empowers them with self-awareness, developmental knowledge and skills to navigate through social situations successfully. Below is the diagram of the Conscious Discipline model we use to help children be successful.



## Policies and procedures of disciplinary methods used by the YMCA staff:

### 1. Children will be assisted in understanding the consequences of their own behavior.

Whenever possible, they will be encouraged to utilize language and social skills to express their feelings, rather than through aggressive behavior.

### 2. No form of ostracism will be allowed.

### 3. Children will be provided with the rationale for existing rules

and the specific reason for any disciplinary action taken. Rules will be posted, in positive language, so that children can view them daily.

### 4. Most disciplinary problems will be prevented through kind, consistent treatment and effective intervention.

Parents will be kept continually aware of their child's behavior in order to assure that the family and the YMCA program are working toward common behavioral goals.

### 5. Generally, if an act of severe aggression or disruptive behavior occurs

outside of developmentally appropriate context, parents will be contacted via phone and expected to pick the child up in a reasonable timeframe. Documentation of the behavioral incident will also be kept on file.

### 6. DAP (Developmentally Appropriate Practices) vary for each classroom and age group.

For example: It may be developmentally appropriate for a Toddler to bite as means to express frustration, whereas with a Preschool aged student, it would not. For more information regarding Developmentally Appropriate Practices please contact the Center Director.

## Prohibited practices:

1. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
2. Restricting a child's movement by binding or tying him or her.
3. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
4. Depriving a child of meals, snacks, rest, or necessary toilet use.
5. Excluding a child from outdoor play or other gross motor activities.
6. Excluding a child from daily learning experiences.
7. Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.
8. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by sub rule (2) of this rule.

## PROHIBITED

 <p>Physical or verbal punishment</p>	 <p>Withdrawal of food, rest or bathroom</p>
 <p>Abusive or profane language</p>	 <p>Humiliation or isolation</p>

If a pattern of aggressive or inappropriate behavior emerges in a particular child, the teacher, in consultation with their supervisor, will schedule a conference with the parents to discern how the Y and the parent can best improve the situation.



# WHAT TO EXPECT IN YOUR CHILD'S DAY

The following are sample days in each age group. Daily schedules may change slightly as we follow the interests of the children.

## SCHEDULES

### INFANT ROUTINE

#### TYPICAL DAY

Below is a typical day in your child's classroom, however, please note that all schedules are not the same and are subject to change in rotation at any time, in the best interest of the children.

Licensing requires that infants eat and sleep on demand, therefore the infant schedule does not follow a rigid routine.

Throughout a rotation, daily activities include reading, music, art, sensory activities, outdoor activity (weather permitting), gym time, and free play. Children are diapered every two hours or more frequently if necessary.

In addition to these daily activities, we also focus on gross and fine motor skill development, as this is imperative in the first 6 months of a child's life. As with all of our classrooms, we emphasize tracking developmental milestones and accomplishments.

#### REST TIME

Licensing requires children birth to 18 months to sleep on demand. During rest time, there is soft lighting and soft music will be played. Please take your child's bedding home every Friday to be washed and returned clean on Monday.

Licensing prohibits any child under 12 months from resting or sleeping with soft objects that could easily smother a child, such as bumper pads, stuffed toys, blankets, quilts and comforters.

#### NUTRITION

Licensing requires that children birth to 30 months eat on demand. The Center will begin providing snacks and meals at the parent's discretion. Until then, parents must provide all formula and food for meals and snacks. Please let us know if your child has dietary needs so we can make necessary arrangements. A meal

modification form signed by a doctor is required for food allergies or intolerances.

## DAILY FOOD SUPPLY

- All bottles must be covered and labeled with child's first name, last name, and intended date of use.
- All formula must come premixed.
- All extra food that is not consumed by the child will go home at the end of the day.
- All extra food served from a dish that was not eaten by the child will be discarded, per licensing regulations.

## MULTI-DAY FOOD SUPPLY

\*Multi-day is up to considered up to 7 days

- Must be in an unopened commercial storage container
- Must be labeled with child's first and last name and date opened
- Food will be returned to the parent or discarded 7 days after opening

## SCHEDULES

# TODDLER ROUTINE

## TYPICAL DAY

Below is a typical day in your child's classroom, however, please note that all schedules are not the same and are subject to change in rotation at any time, in the best interest of the children.



### 7:00AM BREAKFAST

8:00am Free play  
9:00am Circle  
9:15am Small group/Large group  
9:45am Morning snack  
10:00am Outside/playground  
10:30am Songs/Finger play songs  
10:45am Gym/Gross motor activities  
11:15am Sensory/Fine motor/Art

### 11:45AM LUNCH



12:15pm Story time  
12:30pm Nap  
3:00pm Wake up/Afternoon snack  
3:30pm Large group/Music + movement  
4:00pm Outside/playground  
4:30pm Free play  
5:00pm Story time/Clean up

## REST TIME

Licensing requires children under school age that are in care for more than five hours to have a quiet time to rest. During rest time, there is soft lighting and soft music will be played.

If children fall asleep, that means their bodies need that rest. The CDC staff will not shorten, disturb or otherwise interfere with the child's sleep, even at the request of a parent or guardian.

Children under 3 years are provided space to rest at any time. Licensing requires children birth to 18 months to sleep on demand. Quiet activities will be provided for children ages 18 months and older who are not asleep after 30 minutes of resting.

At the end of nap time, soft lighting is turned on and students who are still sleeping will be gently woken to finish the day.

**Please take your child's bedding home every Friday to be washed and returned clean on Monday.**

## NUTRITION

Snacks will be served family style in seating that is appropriate for small children. Children are encouraged to try new foods and serve themselves to help develop independence. They will learn social skills like passing food to one another and having conversations. We serve two snacks, including milk/juice, inside our classroom.

In addition, we use the guidelines of the Child and Adult Care Food Program. Foods served should reflect the home and community cultures and be high in nutrients and low in fat, sugar, and salt.

## ALLERGIES

If your child has dietary needs or allergies, it must be indicated on the emergency contact form, submitted prior to enrollment. A meal modification form must be signed by a doctor for food allergies or intolerances. All known allergens for each classroom will be posted on the classroom door and in the kitchen.

## MEAL TIME



Children will be provided an AM and PM snack each day. Breakfast should be eaten at home or sent with your child to eat upon arriving at the Center after the child is checked into his/her classroom and in the care of his/her teacher. Lunch should be sent with your child.

## SCHEDULES

# PRE-K ROUTINE

### TYPICAL DAY

Below is a typical day in your child's classroom, however, please note that all schedules are not the same and are subject to change in rotation at any time, in the best interest of the children.

	
<b>8:00am BREAKFAST</b> /Free play	<b>12:15PM LUNCH</b> <b>INDEPENDENT READING</b>
9:30am Morning meeting Snack + Story	1:00pm Nap
10:30am Outside	3:00pm Snack/Free play/Goodbye circle
11:30am Large group/Small Group Centers	4:00pm After care transition

### REST TIME

Licensing requires children under school age that are in care for more than five hours are required to have a quiet time to rest. During rest time, there is soft lighting and soft music will be played.

If children fall asleep, that means their bodies need that rest. The CDC staff will not shorten, disturb or otherwise interfere with the child's sleep, even at the request of a parent or guardian.

Quiet activities will be provided for children who are not asleep after 30 minutes of resting. Our staff will not wake children if they are sleeping during nap time.

At the end of nap time, soft lighting is turned on and students who are still sleeping will be gently woken to finish the day.

**Please take your child's bedding home every Friday to be washed and returned clean on Monday.**

### NUTRITION

Snacks will be served family style in seating that is appropriate for small children. Children are encouraged to try new foods and serve themselves to help develop independence. They will learn social

skills like passing food to one another and having conversations. We serve two snacks, including milk/juice, inside our classroom.

In addition, we use the guidelines of the Child and Adult Care Food Program. Foods served should reflect the home and community cultures and be high in nutrients and low in fat, sugar, and salt.

## ALLERGIES

If your child has food allergies, please be sure you have provided that information on the enrollment form. All known allergens for each classroom is posted on the door.

## MEAL TIME

Children will be provided an AM and PM snack each day. Breakfast should be eaten at home or sent with your child to eat upon arriving at the Center after the child is checked into his/her classroom and in the care of his/her teacher. Lunch should be sent with your child.



# SAFETY IS OUR NUMBER 1 PRIORITY

Below are the guidelines we enforce to ensure that your child is safe throughout the day.

## WEAPONS ARE PROHIBITED

No firearms, knives or other items deemed as weapons may be brought on YMCA sites. Anyone who observes such items must report to the leader (teacher) immediately. Anyone who violates this rule will not be permitted in any YMCA program or in any facility. The Police Department will be informed on the same day for reporting purposes.

## STAFF

Staff are certified in the following: First Aid, CPR, Blood Borne Pathogens, Child Abuse Prevention, and are required to take 16 hours of professional development training every year. They also undergo a comprehensive background check.

All of our staff are mandated reporters by law. If any form of child abuse or neglect is suspected, by law our staff are required to report it verbally to Child Protective Services (855-444-3911) immediately. The staff who reports the incident must also submit a written report to CPS within 72 hours. We are fortunate to employ mature and caring staff, eager to make your family's experience as fun, educational, safe, and memorable as possible.

## STAFF STANDARDS



Certified in First Aid



Certified in CPR



Certified in Blood Borne Pathogens



Certified in Child Abuse Prevention



16+ hours of professional development required each year



Nationwide background check



ICHAT Michigan background check

## STAFF RELATIONSHIPS WITH CHILDREN OUTSIDE OF PROGRAM

We understand that good quality childcare is hard to find, and some parents may be interested in having staff members provide child care services outside of business hours. While we do not restrict our employees from providing outside services, each staff member and family is required to sign a waiver, **prior to outside services being rendered**, acknowledging YMCA employees are not affiliated with the YMCA outside of business hours.



## **\*MANDATORY\* SIGNING IN AND OUT**

**SIGNING YOUR CHILD IN AND OUT OF THE CENTER IS REQUIRED BY CHILD CARE LICENSING, AND IS ALSO REQUIRED FOR THE PURPOSES OF FINANCIAL ASSISTANCE THROUGH DHS.**

All children must be signed in and out of program daily by a responsible adult (18 years or older). The individual signing the child out of program must be listed on registration information and be prepared to show identification. The child will not be released without written permission from the parent/guardian.

It is a good idea for the family to acknowledge a member of the YMCA Child Development staff, whether they are inside or out, so we can fully acknowledge your presence. This is helpful for our staff to physically see that the children are present as well as taking note from the attendance sheet.

## **AUTHORIZED CHILD PICKUP**

For safety reasons, the Y will never release a child to a person not authorized on the Family Information form. Parents are able to add people to this list at any time via written authorization. It is helpful if you inform the adult picking the child up for the first time a picture ID will be required.

In the case of an emergency change of an authorized pickup, please call the YMCA Child Development Center directly. When calling, you will be asked to verify the 4-digit door code you were provided upon enrollment. For the safety of your child, this policy will be strictly enforced. Your child's safety is our number one priority.

## **PARENTS WHO ARE SEPARATED**

By law, the Y must release a child to anyone on the authorized pickup list. We encourage divorced parents to coordinate these issues together so that there is a clear understanding and agreement between the two about who is authorized to pick up the child(ren) on a particular day.

Parents who are separated and have court ordered specific arrangements must have a copy of the court order on file at the Center. The Y cannot enforce court orders without these documents on file at the YMCA Child Development Center.

## **KEEPING INFORMATION CURRENT**

For the safety of the child, it is critical that parents update any and all changes in telephone numbers, emergency numbers, addresses, authorized pickups and other important information. Please notify the Y as soon as possible if changes occur. Changes must be made in writing.

## **VOLUNTEERS, VISITORS AND GUESTS**

All visitors and guests who spend a regular amount of time interacting with the children must apply to be a program volunteer and pass a nationwide background check, and provide a current TB test. Our first priority is the safety of the children. All volunteers, visitors and guests must sign-in at the office.

# ACCIDENT, INJURY AND ILLNESS REPORTS

## INCIDENTS

Any time there is an incident involving your child, whether it be a behavioral incident or physical incident, all occurrences will be documented. These documents are confidential, and are not to be discussed with other families. Our job is to protect all parties involved.

Incidents must be reported to licensing within 24 hours of the occurrence, such as a lost child or incident involving an allegation, death of a child in care, fire on the Center premises, Center evacuation for any reason, or child hospitalized due to an injury that occurred at the Center.

Incidents, accidents and illnesses all require an accident report to be completed. Illnesses will also be tracked with a sickness form.

**MAJOR INJURIES** include: a head injury, a broken bone, severe lacerations or any other injury that requires a doctor's visit.

**MINOR INJURIES** include: scratches, bruises, bumps – parents will receive a report upon pickup at the end of the day for any minor injury.

When the Center observes changes in a child's health, a child experiences accidents, major injuries or incidents, or is too ill to remain in the group, parents will be notified immediately via phone.

# STAYING HEALTHY IS VITAL TO SUCCESS

Keeping the children healthy is important, and we ask for your cooperation in accomplishing this.

## HEALTH IMMUNIZATIONS

All children are required to have a copy of their updated immunization records in their Center files before their first day of attendance. Infants and toddlers need updated records every year. Preschoolers need updated records every 2 years.

If any changes occur to the child's immunization records, an updated copy must be filed with the Y. Please submit a copy of these immunization records with all registration materials. Children will be unable to attend child care programs without these records.

If a parent chooses not to have his/her child immunized, an immunization waiver, obtained through the local health department, must be signed and kept in the child's file at the Center.

The Center will notify parents via email and Brightwheel when a student's health appraisal and

immunizations will expire and when a new copy must be on file. If an updated copy is not on file by the required date, your child will be disenrolled and placed back on the waitlist.

## MEDICATION

ONLY prescription medicine will be administered to children, no over-the-counter medication is administered unless you can provide a doctor's note with permission and dosage amounts. All medication must be in the original container with a medical form completed and on file. Staff must document the date, time and dosage as well as sign their name on a medication administration form every time the medication is given.

## IS YOUR CHILD WELL ENOUGH TO COME TO SCHOOL?

When parents are debating whether it is okay to attend, remember that the most contagious time is just prior to the emergence of full-blown symptoms. Parents may want to keep children home for a day to ensure illness is not contagious.

It is important that children who have been ill not come to the Y if they are still sick. A low resistance jeopardizes children's health. If children are not ready to fully participate in program activities, it may be a good idea to keep them home.

If a child becomes seriously ill during the day, parents will be notified and asked to pick up their child within 30 minutes. The Y is not qualified to care for seriously ill children.

Upon arrival, if a child seems too ill to be at the Y (determined by Center Director or person in charge), parents will be asked to take him or her home. If we disagree about the child's health, please understand that it is a judgment aimed only at trying to keep everyone healthy.

If there is an incidence of lice, chicken pox, or other highly contagious illnesses or infections, the Y will immediately post a notice for your information. Conversely, if your child is diagnosed with a contagious illness we ask that you inform our staff immediately.

## IF CHILD IS NOT ATTENDING

The Y understands that occasionally children will stay home due to sickness, visiting relatives or other unforeseen events. For the safety of your child, we ask that you call the Center either the day before or by 9:00am the day of absence. You may also mark them as absent in Brightwheel. Please note, you are still responsible for payment of days missed. After the child has missed two consecutive days at the Center, the Center Director or Lead Teacher will contact the parents to make sure the child is okay and planning to return.

## A CHILD SHOULD STAY HOME IF EXPERIENCING:

1. Are feverish or have had a fever in the last 24 hours
2. Have a hacking cough or a sore throat
3. Have vomited or had diarrhea in the last 24 hours
4. Have pink eye or symptoms which might be pink eye
5. Have been on antibiotics for strep or other contagious infections less than 24 hours
6. Are too "out of sorts" to participate in class activities

\*These standards apply for staff and volunteers as well



## GUIDELINES FOR RETURNING TO SCHOOL

CONDITION FOR EXCLUSION	CONDITION FOR RETURNING
Axillary or ear temperature 100 degrees or greater	Fever free for 24 hours (without the use of fever-reducing medication)
Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs).	Until medical evaluation allows inclusion (doctor's written approval for return)
Abnormally loose, uncontrolled diarrhea, that is - increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper	Diarrhea free for 24 hours
Vomiting	Vomit free for 24 hours and able to eat solid foods or until a health care provider determines the illness to be noncommunicable, and the child is not in danger of dehydration
Red or blue in the face, or makes high-pitched croupy or whooping sounds after coughing	Until health care provider or health official determines the condition is noninfectious.
Unusual spots or rash with fever or behavior change	Until health care provider determines that these symptoms do not indicate a communicable disease.
Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge)	Until 24 hours after treatment has been initiated
Untreated scabies, head lice, or other infestation	After treatment and free of infestation, such as lice and nits
Known contagious diseases while still in the communicable stages	Until health care provider determines the condition is noncommunicable

# HAND WASHING

Children are to wash their hands upon entering a classroom, before and after meals, after toileting, before and after the use of sand, water or play-doh, and after wiping a nose, touching mouth, etc.

## THE STOP DISEASE METHOD OF WASHING HANDS:

1. Turn on water and wet hands
2. Soap for at least 20 seconds outside the stream of water (scrub backs of hands, wrists, between fingers and under fingernails)
3. Rinse
4. Towel dry (or place hands under electric hands-free dryer)
5. Turn off faucet with paper towel (if faucet is not hands-free)

## HOW TO PROPERLY WASH HANDS



### STEP 1

Wet hands



### STEP 2

Dispense soap



### STEP 3

Lather hands for  
20 seconds



### STEP 4

Rinse hands



### STEP 5

Towel dry



### STEP 6

Turn water off  
with paper towel

## OUR LOCATIONS

### **Child Development Center**

1027 McRae Hill Rd.  
Traverse City, MI 49685  
231.933.9622

### **West Y**

3700 Silver Lake Rd.  
Traverse City, MI 49685  
231.933.9622

### **Central Y**

1213 W. Civic Center Dr.  
Traverse City, MI 49686  
231.933.9622

### **South Y**

3000 Racquet Club Dr.  
Traverse City, MI 49684  
231.933.9622