

CLIFTON SPRINGS AREA Y - HANDBOOK ACKNOWLEDGEMENT

I hereby acknowledge the following:

- I have received a copy of the Clifton Springs Area YMCA Employee Handbook.
- I understand that it is my responsibility to thoroughly read and comprehend the policies, rules, and benefits outlined in this handbook.
- If I have any questions or concerns regarding the information provided, I will consult my supervisor for clarification.
- I understand that the Clifton Springs Area YMCA reserves the right to modify, suspend, supersede, or cancel any policies, rules, or benefits outlined in this handbook without prior notice. I acknowledge that I will be notified of any such changes through normal communication channels.
- I acknowledge that the benefits information provided in this handbook is a summary and that detailed information can be found in informational materials and plan documents. In the event of any discrepancies between the handbook and the actual plan documents, I understand that the plan documents will take precedence.
- I understand that any statements made by a supervisor, whether written or oral, that contradict the policies outlined in this handbook are invalid and should not be relied upon.
- I expressly understand that this handbook serves as a guide and does not constitute a contract of employment. I acknowledge that my employment with the YMCA is on an at-will basis, which means that either the YMCA or I may terminate the employment relationship at any time, with or without cause, and with or without prior notice.
- I understand and agree that my continued employment with the Clifton Springs Area YMCA is contingent upon my adherence to the policies and information contained in this handbook.
- I understand that I am responsible for updating this handbook with any materials provided by my supervisor, and I agree to return this handbook at the end of my employment with the YMCA.

Employees Name (Print):	
Employee Signature & Date:	

Note: Please complete this form and return it to your supervisor for filing in your personnel record.

Left blank intentionally

Clifton Springs Area YMCA Employee Handbook



5 Crane Street
Clifton Springs, NY 14432



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

May 1st, 2024

Welcome to the Clifton Springs Area YMCA!

Starting a new job marks the beginning of an exciting journey, and we are thrilled to have you join our team. We understand that starting a new role can sometimes feel overwhelming, but please know that we are here to support you every step of the way.

At the YMCA, we believe in the power of community and the impact we can make together. Our mission is to put Christian principles into practice through programs that build a healthy spirit, mind, and body for all. By upholding our mission, we aim to provide the finest service to our members and program participants, doing so with efficiency and integrity.

Your role at the YMCA is vital to our success. As a member of our staff team, your contributions directly influence our YMCA's reputation and our ability to serve our community effectively. We value your dedication and commitment to our mission.

This employee handbook serves as a guide to our personnel policies, benefits, and the opportunities available to you within the YMCA. We are committed to being responsive to the evolving needs of our organization, and as such, we may make updates or additions to this handbook as necessary. Rest assured, any changes will be communicated to you promptly.

We are genuinely excited to have you on board, and we hope you will find your experience with us to be both challenging and rewarding. Your passion, skills, and enthusiasm will undoubtedly contribute to the success of our organization and the well-being of our community.

If you have any questions or need assistance as you settle into your new role, please do not hesitate to reach out to me or any member of our team. We are here to help and support you in any way we can.

Once again, welcome to the Clifton Springs Area Family YMCA! We are delighted to have you as part of our team.

Warm regards,

Paul Birtel

Chief Executive Officer

CLIFTON SPRINGS AREA YMCA

5 Crane Street, Clifton Springs NY 14432

P 315.462.6184 <https://www.csaymca.org/>

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INTRODUCTION

Mission Statement

The YMCA puts Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Statement of Purpose

The Clifton Springs Area YMCA Employee Handbook serves as a comprehensive guide to inform all employees about the organization's personnel policies and practices. By outlining expectations and benefits, this handbook ensures clarity and consistency across all levels of the Association. It is essential for each employee to familiarize themselves with the YMCA's policies concerning benefits, regulations, procedures, work standards, and compensation to facilitate a harmonious work environment.

While this handbook provides a foundational framework, it is important to note that it may not encompass every aspect of employment at the YMCA. Instead, it serves as a set of guiding principles to govern employee conduct and interactions within the organization.

It is imperative to recognize that the provisions outlined in this handbook are primarily intended for internal use by the YMCA and do not hold legal standing in criminal or civil proceedings unless mandated by law. Additionally, adherence to these policies does not establish a heightened legal standard of safety or care. However, violations of handbook provisions may result in administrative action by the YMCA.

Unless otherwise specified, this handbook supersedes any previous versions and serves as the definitive source for employee policies and procedures at the Clifton Springs Area YMCA.

Employee Responsibility

Each employee is entrusted with the responsibility to thoroughly read, comprehend, and adhere to all provisions outlined in this employee handbook. It is imperative that employees retain this handbook for future reference, as it serves as a crucial resource for understanding the organization's policies and procedures.

Employee Handbook Changes or Modifications

The YMCA retains the authority to amend or revoke any policies outlined in this handbook without prior notice. Additionally, the interpretation of the information contained within this handbook rests solely with the YMCA. Furthermore, the YMCA reserves the right to grant exceptions to these policies at its discretion.

Employees will be promptly notified of any revisions or updates made to this employee handbook. It is the responsibility of each employee to ensure their handbook is current by incorporating any changes into their personal copies.

Compliance with Government Regulations

The YMCA is committed to upholding compliance with all pertinent federal, state, and local employment regulations. In the event of a conflict between a provision in this handbook and any applicable regulation, the regulation shall take precedence, and the handbook provision will be adjusted accordingly to ensure compliance.

EMPLOYMENT CLASSIFICATIONS

Employees at the Clifton Springs Area YMCA are classified into three primary categories: full-time, part-time, and seasonal. Additionally, each employee is designated as either exempt or non-exempt from federal and state minimum wage and overtime regulations. It is essential for employees to understand their classification, as it dictates their working hours, benefits, and eligibility for overtime pay.

Full-Time Employees

A full-time employee is defined as an individual who is consistently scheduled to work 40 hours or more per week. Full-time employees enjoy the full range of benefits offered by the YMCA and are integral members of our workforce.

Part-Time Employees

Part-time employees are those individuals who are regularly scheduled to work fewer than 40 hours per week. While part-time employees may work fewer hours, they still play a vital role in fulfilling the YMCA's mission and objectives.

Seasonal Employees

Seasonal employees are hired to meet temporary needs or to work during specific seasons. Their employment may be either full- or part-time, and it is of limited duration. It's important to note that seasonal employment does not guarantee continued employment beyond the specified period.

Exempt Employees

Exempt employees are those who meet specific criteria for exemption from federal and state minimum wage and overtime provisions. This category typically includes executive, professional, administrative, or outside sales roles. Exempt employees may not be eligible for overtime pay.

Non-Exempt Employees

Non-exempt employees are subject to federal and state minimum wage and overtime provisions. These employees are entitled to receive overtime pay for any hours worked beyond the standard 40-hour workweek. It's crucial for non-exempt employees to accurately track their work hours to ensure compliance with labor laws.

Job Descriptions

Employees will receive copies of, and will be expected to be familiar with, their individual job descriptions. It is essential for all employees to understand the responsibilities and duties specific to their positions as outlined in these documents. Please note that the responsibilities assigned to each position are not all-inclusive. Additional duties appropriate to the position may be required as circumstances evolve. Full job descriptions are included in the Appendix of this employee handbook. This resource serves as a comprehensive guide to help employees understand their roles and contributions towards achieving the YMCA's mission and objectives.

Employment-at-Will

The YMCA adheres to the principle of employment-at-will, wherein the employment relationship can be terminated by either the employee or the YMCA at any time, with or without cause and with or without notice. This employee handbook serves as a guide for employees and does not constitute a contract, implied or express, nor does it guarantee specific benefits or employment duration.

Employee Hiring

Selection Process

Candidates for employment at the YMCA are evaluated based on various factors, including qualifications, experience, skills, and compatibility with our organizational culture. The selection process involves written applications, personal interviews, and reference checks. The YMCA is committed to equal opportunity employment and does not discriminate based on protected classes under federal or NY State law.

Application Requirements

All applicants are required to complete an employment application accurately and truthfully. Any misrepresentations or omissions may disqualify applicants from consideration or lead to disciplinary action, including termination if discovered post-hiring.

Health Requirements for Staff and Volunteers:

All staff and volunteers must submit a medical statement from a health care provider at the time of their initial application. This statement must provide satisfactory evidence that the individual is physically fit to provide child day care and does not have any diagnosed psychiatric or emotional disorders that would preclude them from providing child day care.

Communicable Diseases: Staff and volunteers must be free from communicable diseases unless their health care provider has indicated that the presence of the disease does not pose a risk to the health and safety of the children in care.

Tuberculosis Screening: The initial medical statement must include the results of a Mantoux tuberculin test or another federally approved tuberculin test performed within the 12 months preceding the date of the application.

Criminal Convictions

Applicants are obligated to disclose any criminal convictions as part of the application process. While job-related offenses may disqualify individuals from employment, the YMCA evaluates each case individually and does not discriminate against those with non-work-related convictions.

Employment Reference Checking

The YMCA verifies employment references before extending an offer of employment. Applicants must provide written authorization for the YMCA to contact former employers, personal references, and educational institutions. Reference inquiries are handled by department heads, who provide factual information about the applicant's prior employment.

Consumer Reports

In cases where consumer reporting agencies are engaged, the YMCA complies with all requirements of the Fair Credit Reporting Act, including notification and authorization procedures.

Former Employees

Former employees seeking re-employment are considered based on their prior performance and the YMCA's current staffing needs. Rehired individuals may undergo a new orientation period and may not retain benefits from their previous tenure, except as required by law.

Orientation Period

Purpose

All new employees participate in an orientation program within their first 60 days of employment. This period is designed to familiarize employees with their roles, responsibilities, and organizational policies. Supervisors provide information on performance expectations, compensation, benefits, and other relevant topics.

Evaluation

During the orientation period, supervisors assess employees' performance, work habits, attendance, and cooperation. This evaluation helps determine if the employee is suited for the position and if further training or adjustments are needed.

Extensions

The YMCA reserves the right to extend the orientation period under exceptional circumstances, at its discretion.

PERSONNEL ADMINISTRATION

Personnel Files

At the Clifton Springs Area YMCA, maintaining accurate and confidential personnel records is crucial for efficient operations and regulatory compliance. This section outlines the types of documents included in personnel files, procedures for handling medical information, immigration forms, and employee-initiated updates.

Documentation

Employee personnel files contain essential records required by government regulations and necessary for YMCA operations. These include, but are not limited to, employment applications, tax withholding forms, insurance enrollment/waiver forms, licenses, certificates, training records, performance appraisals, compensation records, and disciplinary notices.

Confidentiality

Medical information is treated with utmost confidentiality and stored securely in locked file cabinets separate from other personnel documents. Similarly, immigration documentation, such as I-9 forms, is maintained in a confidential file to ensure compliance with employment eligibility regulations.

Access and Review

Personnel files are managed by the Executive Director and may only be accessed by authorized supervisors with legitimate business reasons. Employees in New York State do not have immediate access to their files but may request review through the Executive Director. However, the Association reserves the right to deny access if deemed necessary.

Updates and Changes

Employees are responsible for promptly updating their personnel records with any changes in personal information, such as name, address, contact details, insurance, tax withholding, and dependent status. To ensure accuracy, all revisions must be documented using the official "Blue Change Form" and submitted to the Executive Director in writing. Failure to update information may result in errors for which the YMCA cannot be held responsible.

Equal Employment Opportunity

Policy Statement

At the Clifton Springs Area YMCA, we are committed to providing equal employment opportunities to all qualified individuals, without regard to any federally or state-protected classes. This policy applies to every aspect of employment, including but not limited to recruitment, hiring, promotion, termination, compensation, benefits, and training.

Reporting Discrimination

We encourage all employees to promptly report any instances of discrimination they witness or experience. If an employee believes they have been subjected to discrimination by a colleague, supervisor, visitor, member, vendor, or supplier, they should immediately notify their supervisor, the CEO, or the Associate Executive Director. Upon receiving a report, the YMCA will promptly initiate a thorough investigation into the allegations. We assure employees that no adverse employment consequences will result from reporting discrimination.

Disciplinary Measures

Any employee found to have engaged in discriminatory behavior will face disciplinary action, which may include termination of employment. We take such matters seriously and are committed to maintaining a workplace free from discrimination, where all individuals are treated with dignity and respect.

Sexual Harassment

The Clifton Springs Area YMCA is committed to maintaining a workplace free from all forms of harassment, including sexual harassment. Sexual harassment is strictly prohibited and encompasses unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Definition

Sexual harassment occurs when any of the following conditions exist:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.
3. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Responsibility

The YMCA holds the responsibility of maintaining a workplace free from sexual harassment. This prohibition extends to all employees, supervisors, vendors, suppliers, visitors, and members of the YMCA. Examples of prohibited conduct include sexual flirtations, advances, verbal abuse, graphic comments, and displaying sexually suggestive material in the workplace.

Sexual Harassment of Non-Employees

Employees are prohibited from sexually harassing vendors, suppliers, visitors, or any other non-employee while on YMCA premises or representing the organization elsewhere.

Reporting

Any employee who experiences or witnesses sexual harassment is encouraged to report the behavior immediately to their supervisor, CEO, or Associate Executive Director. The YMCA will promptly and discreetly investigate all complaints. Employees will not face adverse consequences for reporting Mandated reporter incidents of sexual harassment.

Disciplinary Action

Employees or supervisors found to have engaged in sexual harassment will face disciplinary action, including termination. Non-employees found responsible for sexual harassment will face appropriate remedial action as determined by management. The YMCA takes allegations of sexual harassment seriously and is committed to enforcing a zero-tolerance policy.

Americans With Disabilities Act (Ada)

The Clifton Springs Area YMCA is committed to upholding the Americans with Disabilities Act (ADA) in letter and spirit, ensuring equal employment opportunities for all qualified individuals with disabilities. Discrimination against persons with disabilities, including discrimination based on association with a disabled individual, is strictly prohibited in all employment practices.

Equal Treatment

All aspects of employment, including recruitment, hiring, promotion, compensation, job assignments, leave, training, and employer-sponsored activities, will be conducted without discrimination against individuals with disabilities. Qualified individuals with disabilities are entitled to equal pay, accommodations, and benefits commensurate with their abilities.

Reasonable Accommodation

The YMCA provides reasonable accommodations to qualified employees and applicants with disabilities, unless doing so imposes an undue hardship on the organization.

Pre-Employment Inquiries

Pre-employment inquiries focus solely on an applicant's ability to perform job duties, without consideration of any disabling condition. Physical exams are only conducted in compliance with legal requirements, with employment decisions guided by principles of equal opportunity and nondiscrimination.

Reporting

Employees should promptly report any perceived violation of this policy to their supervisor. If unable to discuss the matter with their supervisor, employees may escalate the complaint to the CEO or Associate Executive Director. All complaints of discrimination will be investigated discreetly and promptly, with no adverse consequences for employees reporting violations.

Disciplinary Action

Any employee or supervisor found to have violated this policy after investigation will face appropriate disciplinary action, up to and including termination of employment. The Clifton Springs Area YMCA is committed to maintaining an inclusive and supportive workplace environment for all individuals, in compliance with the ADA.

Fair Treatment Policy

The Clifton Springs Area YMCA upholds a culture of fairness, dignity, and respect for all employees. Harassment or discrimination of any kind, including racial slurs, epithets, swearing, or derogatory comments, is unacceptable in the workplace.

Notification of Policy Violations

Employees who believe they have experienced unfair treatment by a supervisor, coworker, vendor, supplier, visitor, or member should report it promptly to their supervisor, the Executive Director, or the Associate Executive Director. The YMCA will conduct a prompt and discreet investigation into any allegations, ensuring that employees do not face adverse consequences for reporting unfair treatment.

Disciplinary Action

Any employee found to have engaged in illegal discrimination or harassment will face disciplinary action, up to and including termination.

Physical and Sexual Abuse of Children

As a youth services agency, the Clifton Springs Area YMCA is mandated by New York State regulations to report suspected abuse or neglect of children under 18 to the Department of Social Services. As a mandated reporter, you must immediately make a report or cause a report to be made (for example: ensuring that a supervisor makes the report), when in your professional role you are presented with reasonable cause to suspect abuse or neglect.

Notification Procedure

Employees must immediately report any suspected child abuse or neglect of minors participating in YMCA programs to their department heads, who will notify the Executive Director. The Executive Director will then contact the Department of Social Services' hotline. Covered employees receive a copy of this policy upon hire and undergo regular training on the topic.

Adverse Action

Employees who report suspected child abuse or neglect in good faith, or participate in related investigations or proceedings, are protected from civil or criminal liability. Failure to report suspected abuse or neglect may result in criminal charges and civil penalties.

Darkness to Light (D2L)

Darkness to Light (D2L) is committed to preventing child sexual abuse by empowering adults with the necessary knowledge. The D2L Child Abuse Prevention training must be completed within the first six months of employment to create a safer environment for children.

OPERATIONAL POLICIES

Work Schedules

Normal Work Schedules

Supervisors establish each employee's scheduled days and hours of work. For positions with varying work days and hours, schedules are posted before each workweek.

Changes in Work Schedules

The YMCA reserves the right to adjust normal work schedules, including start/end times and total hours per day/week. Employees receive notification of any changes.

Meal Periods

Employees working shifts over 6 hours receive a 30-minute paid meal period as directed by supervisors. Meal breaks typically occur between 11:00 a.m. and 2:00 p.m. For longer shifts, the meal period is granted halfway through.

Emergency Closings

While the YMCA aims to operate during all scheduled hours, emergencies such as inclement weather may necessitate closures.

Notification of Closings

The YMCA notifies local media and attempts to contact scheduled employees in the event of closure. Social media platforms like Facebook are also used for communication.

Payment of Wages

During early closures or full-day closures due to emergencies, non-exempt employees are not paid for missed hours unless approved by supervisors to use vacation or personal leave credits. Exempt employees receive regular salary for closures under one workweek.

Time Sheets

Federal and state regulations mandate accurate recording of time worked for pay calculations and leave tracking.

Procedures

Non-exempt employees complete timesheets each pay period, recording daily start/end times, unpaid meal periods, and absences. Exempt employees report authorized paid leave. Supervisors verify and sign time sheets, correcting errors promptly.

Correction of Errors

Any time sheet errors are reported to supervisors for correction and initialing.

Submission of Timesheets

Completed timesheets, verified by both employee and supervisor, are submitted to the department director at the end of each pay period.

Falsification of Timesheets

Altering or falsifying time sheets is prohibited and may lead to disciplinary action, including termination. Time sheets must be filled out daily to accurately reflect hours worked.

Expense Reimbursement

Employees are reimbursed for pre-approved business expenses, including meals, lodging, parking, mileage, and supplies, **with mileage reimbursed at the federal level (currently \$0.67 per mile).**

Procedures for Reimbursement

Employees submit completed and signed expense reports with supporting documentation to supervisors for reimbursement.

Falsification of Expenses

Falsifying expenses may result in disciplinary action, up to and including termination.

Parking

Staff are prohibited from parking on Crane Street except under specific circumstances. The Palace and Foster Block parking lot is designated for YMCA staff.

Winter Considerations

During inclement weather, staff should allow for snow plows and adhere to parking restrictions for member service and operational efficiency.

CHILD DEVELOPMENT AND EDUCATION POLICIES

We recognize the critical importance of providing a nurturing and supportive environment that fosters the holistic development of every child in our care. Our Child Development and Education Policies are designed to ensure that each child receives high-quality care and education tailored to their individual needs and developmental stage. These policies outline our approach to curriculum and programming, developmentally appropriate practices, and individualized learning to support the optimal growth and learning of every child.

Curriculum and Programming Policy

Our curriculum and programming are thoughtfully designed to provide enriching experiences that promote cognitive, physical, social, emotional, and creative development in children. Key aspects of our curriculum and programming policy include:

- **Holistic Approach:** We adopt a holistic approach to curriculum development, considering the diverse needs, interests, and abilities of each child. Our curriculum encompasses a range of activities and experiences that cater to different learning styles and preferences.
- **Play-Based Learning:** We believe in the power of play as a fundamental component of early childhood education. Our curriculum integrates play-based activities that encourage exploration, imagination, problem-solving, and collaboration among children.
- **Emergent Curriculum:** Our curriculum is responsive to the interests and inquiries of children, allowing for flexibility and adaptation based on their evolving needs and curiosities. We observe and document children's interests and use this information to inform our planning and implementation of learning experiences.
- **Inclusive Practices:** We are committed to creating an inclusive environment where every child feels valued and respected. Our curriculum reflects diverse perspectives, cultures, and backgrounds, promoting understanding, empathy, and acceptance among children.
- **Assessment and Evaluation:** We use ongoing assessment and observation to monitor children's progress and inform our curriculum planning. Assessment tools are developmentally appropriate and focus on capturing children's strengths, interests, and areas for growth.

Developmentally Appropriate Practices Policy

Our approach to early childhood education is grounded in developmentally appropriate practices that recognize and respect the unique characteristics and needs of young children. Key components of our developmentally appropriate practices policy include:

- **Understanding Child Development:** We have a deep understanding of child development theories and milestones, informing our interactions, teaching strategies, and curriculum planning. We recognize that children progress through stages of development at their own pace and in unique ways.
- **Responsive Caregiving:** We provide responsive caregiving that meets the individual needs of each child, including their physical, emotional, and cognitive needs. Caregivers establish warm, nurturing relationships with children, fostering a sense of security and trust.
- **Child-Centered Environment:** Our learning environment is designed to promote active exploration, sensory experiences, and hands-on learning opportunities. We offer open-ended materials and resources that encourage children to engage in self-directed play and inquiry-based learning.
- **Promoting Independence:** We support children's emerging independence and autonomy by providing opportunities for them to make choices, solve problems, and take initiative in their learning. Caregivers scaffold children's learning experiences, offering guidance and support as needed.
- **Family Engagement:** We recognize the importance of partnering with families as partners in children's learning and development. We communicate regularly with families, sharing insights and observations about their child's progress and inviting their input and involvement in our program.

Individualized Learning and Special Needs Policy

We are committed to meeting the diverse needs of every child, including those with special needs or unique learning requirements. Our individualized learning and special needs policy outlines our approach to providing tailored support and accommodations for children with varying abilities. Key elements of this policy include:

- **Inclusive Environment:** We create an inclusive environment where all children, regardless of ability, can participate fully in all aspects of our program. We celebrate and embrace the unique strengths and

contributions of each child.

- Individualized Support Plans: We collaborate with families and relevant professionals to develop individualized support plans for children with special needs. These plans outline specific goals, strategies, and accommodations to support the child's learning and development.
- Adaptations and Modifications: We make adaptations and modifications to our curriculum, environment, and teaching strategies to ensure accessibility and meaningful participation for children with special needs. This may include providing assistive technology, sensory materials, or specialized equipment.
- Inclusive Practices: We promote inclusive practices that foster understanding, acceptance, and empathy among all children. We educate children about diversity, disability awareness, and the importance of kindness and respect towards others.
- Professional Development: Our staff receive ongoing training and professional development in areas related to inclusive practices, special education, and supporting children with diverse needs. We strive to continuously improve our knowledge and skills to better serve every child in our care.

Our Child Development and Education Policies reflect our unwavering commitment to providing high-quality care and education that nurtures the whole child. We believe that every child deserves the opportunity to thrive in a supportive and enriching environment, and we are dedicated to partnering with families to support their child's growth and development.

ABSENCE POLICIES

At Clifton Springs Area YMCA, we value the commitment and reliability of our employees. In order to maintain a productive work environment, it is essential that employees report to work on time and fulfill their work responsibilities. Absenteeism and tardiness not only impact the operations of the YMCA but also affect the experience of our members and place an undue burden on fellow colleagues.

Tardiness

Notification of Tardiness

Employees are expected to arrive at work punctually and begin their shifts on time. In the event of tardiness, employees must notify their supervisor at least 60 minutes before the start of their shift. The reason for tardiness and the expected time of arrival should be communicated to the supervisor.

Disciplinary Action

Excessive tardiness is unacceptable and may result in disciplinary action, including termination.

Notification of Absence

Timing

Employees should adhere to the designated "Call In" time frame and refrain from texting to notify absences. They must call their supervisor at least two hours before their shift. If the supervisor is unavailable, employees should wait for five minutes and then contact their supervisor's supervisor.

Scheduled Absences

Employees are encouraged to schedule personal appointments outside of work hours whenever possible. Requests for scheduled time off must be submitted in writing to the supervisor at least two weeks in advance. Vacation requests should be in accordance with the vacation leave policy and are subject to approval.

Unscheduled Absences

Employees must personally contact their supervisors at least two hours before the start of their shifts if they are unable to report to work due to unforeseen circumstances such as illness. Employees should speak directly with their supervisors and provide the reason for the absence. Asking others to call in on behalf of the

employee or leaving messages with colleagues is not permitted.

Staff Coverage

Employees are responsible for arranging coverage for their shifts if they are unable to work, except in cases of unexpected illness.

Early Departure

If an employee needs to leave work early for non-work-related reasons, authorization from the supervisor is required.

Time Off Without Pay

Requests for unpaid time off may be denied at the discretion of supervisors.

Disciplinary Action

Excessive absenteeism may result in disciplinary action, up to and including termination. Failure to adhere to the notification policy or reporting to work as scheduled may lead to disciplinary measures.

Failure to Report to Work

Employees who fail to report to work or call in for two consecutive workdays will be terminated for misconduct.

Jury Duty

Employees are encouraged to fulfill their civic responsibilities, including participation in jury duty. Time off for jury duty is granted upon presentation of the summons.

Notification of Jury Duty

Employees must provide a copy of the summons to their supervisor as soon as it is received.

Payment

Non-exempt employees receive the lesser of full pay or \$40 per day for scheduled workdays. Exempt employees receive their regular salary for workweeks where they serve on jury duty.

Return to Work

Employees excused from court for the entire day must report to work. Those released early with two or more hours remaining in the workday should also return to work.

Rescheduling of Jury Duty

Employees may be asked to request rescheduling of jury duty if it conflicts with YMCA operations.

Military Leave

Statement of Compliance

The YMCA complies with federal regulations regarding military leaves of absence.

Leaves of Absence

Military leave is granted in accordance with the Uniformed Services Employment and Re-Employment Act of 1994. Employees must provide advance notice of military service dates.

Payment

Exempt employees receive their regular salary for workweeks where they are on military leave for less than a workweek. Non-exempt employees do not receive pay during military leave.

Bereavement Leave

Eligibility

Full-time employees are eligible for paid bereavement leave for the death of a family member, as defined by policy.

Benefits Available

Full-time employees may receive up to three days of paid bereavement leave for qualifying family members.

Medical leave of absence may be granted for serious health conditions, subject to YMCA approval and compliance with FMLA regulations.

Notification Requirements

Employees are expected to provide 30 days' written notice for medical leave requests, unless unforeseen circumstances arise.

Medical Certification

A healthcare provider's certification is required to support a medical leave request.

Status Reports

Employees should keep supervisors informed of their medical condition.

Benefits during Medical Leave

Employees are responsible for health insurance premiums during unpaid medical leave. Paid leave credits may be used if available.

Job Restoration

Job restoration upon return to work is contingent on business needs and available positions.

Employment Restrictions

Employees may not engage in other employment during scheduled work hours for the YMCA while on medical leave. Our absence policies are designed to maintain operational efficiency while supporting employees in fulfilling their responsibilities and addressing personal needs. Adherence to these policies ensures a productive work environment and demonstrates our commitment to the well-being of our staff.

COMPENSATION

Pay Rates

Policy Statement: Clifton Springs Area YMCA is committed to ensuring that every employee receives fair compensation commensurate with their job responsibilities, performance, and prevailing rates in the community and industry.

Pay Increases

Merit-based pay increases are awarded by Clifton Springs Area YMCA to recognize exceptional employee performance. Pay raises are not automatic and are contingent upon merit and the financial capability of the organization.

Overtime

Authorization

Overtime work for non-exempt employees is authorized only when necessary to meet operational needs. Non-exempt employees must obtain prior approval from their supervisor to work beyond their scheduled hours. Supervisors strive to provide as much advance notice of overtime as possible.

Compensation for Non-Exempt Employees

Non-exempt employees are compensated for all hours worked beyond 40 hours in a workweek at a rate of 1.5 times their regular pay. Paid holidays and vacation leave do not count towards overtime calculations.

Exempt Employees

Exempt employees, as per federal and state regulations, are not eligible for overtime compensation.

Pay Period

Clifton Springs Area YMCA operates on a bi-weekly pay period, spanning from Sunday to the second following Saturday, totaling 26 pay periods in a year.

Payday

Employees receive payment on the Friday following the end of the pay period. In the event of a holiday falling on a payday, employees are notified in advance.

Authorized Check Pick-Up

Written authorization is required for anyone other than the employee to collect their paycheck. The employee's supervisor will not release the paycheck without proper authorization.

Direct Deposit

Employees have the option to have their paychecks deposited directly into their designated financial institution. Written authorization is required, and employees receive an itemized statement of their wages each payday.

Payroll Deductions and Corrections

Clifton Springs Area YMCA deducts the necessary taxes from employees' wages as required by government regulations. Additionally, employees may authorize voluntary deductions for insurance and retirement plans. All deductions are reflected on the pay stub, and written authorization is required for voluntary deductions.

Garnishments

In the event of wage garnishments, employees are notified promptly. It is the employee's responsibility to address any legal concerns regarding wage attachments or garnishments.

Pay Advances and Employee Loans

Clifton Springs Area YMCA does not provide pay advances or employee loans, nor does it distribute paychecks before the scheduled payday.

EMPLOYEE BENEFITS

Disclosure of Benefits

The YMCA offers employees a comprehensive benefits package. Eligibility for benefits is dependent upon a variety of factors, including employment classification and length of service.

Plan Document

Benefits are administered according to applicable government regulation, insurance carrier master policy, or

YMCA policy. Should there be a discrepancy between the information presented in this employee handbook and the insurance plan document, the plan document takes precedence.

Changes in Benefits

All benefits offered are subject to change with or without notice. The YMCA reserves the right to increase required employee contributions.

Waiver of Benefits

Eligible employees who elect not to enroll in an insurance benefit plan must sign a waiver declining such coverage.

The following is a brief description of the benefits available to eligible employees. This description is only an overview. The plan documents or government regulation provide a full description of the specific benefits.

Health Insurance

Eligibility

Full-time employees participate in a YMCA sponsored group health insurance plan. Part-time and seasonal employees are not eligible for health insurance coverage.

Coverage

Coverage for eligible employees will begin upon completion of up to 30 days of continuous service, provided the employee meets all eligibility requirements of the insurance plan. Eligible employees may also enroll in the insurance plan during open enrollment periods.

Contributions

The YMCA contributes 65% towards the cost of all health benefit plans (including medical and dental) for single, parent + child, and family for full-time employees only. Full-time employees may elect family coverage or individual coverage, or waive participation if covered elsewhere. Please see the most up to date health benefits sheet to see the options that full time employees can sign up for.

Continuation of Benefits (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) offers employees and “qualified beneficiaries” the right to continue existing health insurance coverage at group rates under certain qualifying conditions as set forth below. The Health Insurance Portability and Accountability Act (HIPAA) which became effective January 1, 1997, has amended COBRA. Those eligible individuals who elect COBRA are responsible for the entire cost of the insurance premiums. The YMCA may also add a 2% administrative fee.

Eligibility

An individual is a “qualified beneficiary” if the individual is covered under a group health plan on the day before a qualifying event as either a covered employee, the spouse of a covered employee, or a dependent child of a covered employee. A child who is born to, or placed for adoption with, the covered employee during a period of COBRA coverage is also a qualified beneficiary.

Qualifying Events

The option to elect COBRA coverage must be taken at the time of separation, reduction in hours, or change of dependent status, and is in effect for a period of 18, 29, or 36 months, depending upon any of the following qualifying events:

- An 18 month continuation is available to a qualified beneficiary in the event of the covered employee’s

termination of employment for any reason except gross misconduct, or the covered employee's loss of eligibility to participate due to reduced work hours.

- A 29 month continuation shall be available to a qualified beneficiary in the event that the qualified beneficiary is disabled, per a determination under the Social Security Act, or becomes disabled within the first 60 days of COBRA coverage. The qualified beneficiary must provide the plan administrator with a determination by Social Security that the individual is no longer disabled within 30 calendar days of such determination.
- A 36 month continuation shall be available to a qualified beneficiary in the event of any one of the following:
 - A covered employee's death;
 - Divorce or legal separation from a covered employee;
 - A covered dependent's loss of eligibility to participate in the insurance plan due to the covered employee.

Limitations

In the event that an employee becomes covered by Medicare, but no loss of coverage results for the employee or the covered dependents, and a subsequent qualifying event occurs, the duration of coverage for all qualified beneficiaries will be 36 months from the date of the termination or reduction in hours. A qualified beneficiary may be covered under multiple qualifying events, but in no case will coverage be continued for more than 36 months.

Termination of Coverage

Under COBRA, a qualified beneficiary's right to continuation coverage terminates if the person becomes covered by another employer's health plan that does not limit or exclude coverage for the individual's pre-existing conditions. If the qualified beneficiary becomes covered by another group health plan and that plan contains a pre-existing condition limitation that affects the individual, the individual's COBRA continuation coverage cannot be terminated. However, if the other plan's pre-existing condition rules do not apply to the qualified beneficiary by reason of HIPAA's restrictions on pre-existing condition clauses, the group health plan may terminate the qualified beneficiary's COBRA coverage during the same work hours that the employee was normally scheduled to work for the YMCA.

Enrollment Information

The CEO will provide employees with the enrollment forms and assist with the administrative and operational aspects of COBRA. Enrollment is not automatic. Employees must complete the necessary enrollment forms and return them to the Executive Director within the time indicated. If the YMCA does not receive the required forms or premium payments at the time specified, the health insurance coverage will cease.

Change in Beneficiary Status

Employees must notify the YMCA within 60 calendar days of a legal separation or divorce or when a dependent is no longer eligible for insurance due to the policy's age limitations or educational status requirements established by the insurance plan. The YMCA is not responsible for errors in coverage resulting from lack of notification of such an event by an employee.

Pension Plan

The YMCA has established a pension plan to help provide eligible employees with income during their retirement years.

Eligibility

Employees who are 21 years of age or older and who have worked at least 1,000 hours a year for 2 years

participate in the pension plan. Eligible employees will be enrolled in the pension plan the first month after completion of 2 years of service.

Contributions

Contributions to the plan are at eight (8) percent of gross wages made biweekly with regular payroll once eligible.

Provision for Time Off

The YMCA's vacation policy is designed to provide eligible employees with a period of rest and relaxation in recognition for services performed throughout the year.

- All employees are *eligible for four personal days*. These are to be taken as scheduled between the employee and his/her supervisor. They are not cumulative, and can be taken in full-day (8 hrs.) or half-day (4 hrs.) increments. Unused
- Personal days will not be paid upon termination of employment.

Vacation Time

All full time employees are eligible for between three and five weeks of paid vacation annually (Also known as PTO - paid time off), depending upon their length of service and employment classification. Vacation plans must be approved in advance, by the employee's supervisor. Except for special situations (see 702-Notification of Absence). 30 day advance notice is required for vacation time exceeding 5 consecutive work days. All other requested time off must be submitted two weeks prior to the requested day off.

Vacation/PTO is earned every pay period on an accrual basis and is calculated based on the employees anniversary hire date. The PTO allowance can accumulate up to 4 weeks (20 days, 160 hours) maximum. PTO will carry over from year to year but never exceed the maximum allowed in the bank as PTO will stop accruing when the maximum has been reached.

Vacation/PTO can be taken in full-day (8 hrs.) or half-day (4 hrs.) increments. Unused vacation time will not be paid upon termination of employment.

Allowance

Full-time employees are eligible in accordance to the following guidelines (unless approved by CEO):

1-5	years of service	3 weeks (15 days, 120 hours)
5-10	years of service	4 weeks (20 days, 160 hours)
10+	years of service	5 weeks (25 days, 200 hours)

Eligibility

Full-time employees are eligible for paid vacation leave in accordance with the vacation schedule. Part-time and seasonal employees are not eligible for paid vacation leave. Time off with pay may be granted by the employee's supervisor. Years worked as a part time employee might be counted towards years of service in calculating vacation allowance pending CEO approval.

Scheduling

Employees must submit their week-long vacation requests to their supervisors in writing at least one (1) month prior to the requested leave date. All vacation leave must be authorized by the employee's supervisor in advance. Vacations will be authorized in accordance with employee requests, taking operating requirements and length of service into account. The YMCA reserves the right to designate when some or all vacation leave is taken. If the supervisor receives numerous requests for staff, they will honor the notices in the order they are received. You may be asked to cover your shift regardless of the request for time off.

Staff exceeding their allowance may receive additional time off with supervisors' approval. When allotted time has been exceeded and their scheduled shift has been fulfilled, the employee will no longer be scheduled during that time.

Crediting of Vacation Leave

Full time employees will be credited with 1/26th of the PTO allowance per pay period, starting from the end of the initial Orientation Period. The PTO allowance can accumulate up to 4 weeks (20 days, 160 hours) maximum.

Payment in Lieu of Vacation

Employees are not eligible to receive payment in lieu of taking vacation leave.

Holiday During Scheduled Vacation

If a YMCA-observed holiday falls during an employee's vacation period, the day is counted as a paid holiday and not a vacation day. No allowance is made for sickness or other compensable absence occurring during a scheduled absence.

Sick Time

Sick time (also known as Paid Time Off or PTO) is accrued every pay period and will be shown on pay stubs. On the third consecutive scheduled work day of illness, the YMCA reserves the right to request a physician's certificate to establish reasons for absence, or fitness to return to work. Part-time employees will need to have enough PTO to cover their entire shift.

Full Time - Sick days will use the same PTO hourly bank as the previous vacation time policies have outlined. Full time employees who call out or schedule vacations will all use the same PTO bank that can store a maximum of 160 hours and will not accrue more until under the cap of 160 hours in the PTO bank. Sick days are only able to be documented in full day (8 hrs.)

Part time - Employees will accrue PTO for sick days at one paid sick hour for every 30 hours they work. Sick days are only able to be used when they have enough PTO saved up to cover the entire shift they are calling out for. There will be no pay for called out shifts where the part time employee doesn't have enough PTO to fully cover the absent shift. Part time employees can only bank up to 40 hours of PTO at a time for calling out sick, no more will be accrued after that.

Leave of Absence

Vacation leave is prorated for employees who have been on an unpaid FMLA or medical leave of absence during the preceding calendar year.

Separation from Employment

Full time employees are eligible to receive compensation for unused PTO upon separation from the Association or transfer to another YMCA location. Any employee who is terminated for misconduct, who voluntarily quits without giving 4 week's notice is not eligible to receive compensation for unused vacation leave. Part time employees are not eligible for PTO pay out unless authorized by the CEO.

Holidays

Observed Holidays

The YMCA observes the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day.

Eligibility

Full-time employees are eligible to receive the above holidays with pay upon hire. Part-time and seasonal employees are not scheduled to work, and therefore do not receive compensation for YMCA-observed holidays.

Holiday Pay Requirements

Employees must work the entire scheduled workday before and after the holiday to receive holiday pay unless time off has been authorized in advance or a physician's verification of the employee's illness is provided.

Leave of Absence

Full-time employees who are on an unpaid FMLA or medical leave of absence are not eligible for paid holidays that occur during the leave.

Holiday during Vacation

If a YMCA-observed holiday falls during an employee's authorized vacation, the day is considered a paid holiday and is not charged against the employee's accumulated vacation leave balance.

Holidays Not Designated by the YMCA

Employees who are interested in observing religious holidays or periods of worship that are not included in the above list of YMCA-observed holidays may request time off for such observance. Requests should be submitted to the employee's supervisor at least 1 pay period in advance. All requests for time off are subject to advance approval by the employee's supervisor. The YMCA grants such time off if it does not unduly disrupt the Association's business. Accumulated vacation or personal leave may be used. Employees who do not have any accumulated paid leave available may take the time off without pay.

Disability Coverage

New York State Disability

New York State Disability benefits are available as a temporary benefit to eligible employees who become disabled and unable to work due to a non-work related injury or illness.

Coverage

The determination of whether an employee is eligible for disability benefits is made by the insurance carrier. Eligible employees are covered for the period of disability specified by their physician, up to a maximum of 26 weeks. If all qualifying conditions are met, insurance benefits begin on the eighth day of disability.

Cash Benefits

The payment received is 50% of the employee's 8 previous weekly wages, up to a specified maximum.

Premium Payment

The cost of disability insurance is paid entirely by the YMCA.

WORKERS' COMPENSATION

Coverage

New York State Workers' Compensation benefits, including payment of medical costs and replacement of lost wages, are provided to eligible employees who suffer a job-related injury. The determination of whether an

employee is eligible for Workers' Compensation benefits is made by the New York State Workers' Compensation Board.

Cash Benefits

Employees generally receive two-thirds of their gross pay up to the regulated maximum for total disability for the time specified by their physician and the Workers' Compensation Board. Employees must serve a 7 day waiting period before cash benefits begin. Generally, if the disability lasts longer than 14 days, the first week's cash benefits are paid retroactively. There is no waiting period for medical care received.

Premium Payment

The cost of Workers' Compensation insurance is paid entirely by the YMCA.

Unemployment Insurance

Unemployment insurance is available to those individuals who are ruled eligible for benefits by the New York State Department of Labor and who have served the appropriate waiting period. The cost of this coverage is paid entirely by the YMCA.

Social Security

Social security benefits are available for retirement, survivor's benefits, and medical costs under qualifying conditions as determined by the Federal Social Security Administration Office. The YMCA matches employee contributions to social security (FICA).

Eligibility

Full-time and part-time employees may request to attend job-related seminars, training, and conferences. Seasonal employees are not eligible for this benefit.

Authorization

A written request must be submitted to the employee's supervisor at least 2 weeks prior to the registration deadline. A copy of the program agenda or brochure must accompany the request. The supervisor and CEO must authorize all seminars, training, and conferences in advance. Employees are reimbursed for all reasonable pre-approved training-related expenses.

STAFF TRAINING AND PROFESSIONAL DEVELOPMENT POLICIES

Clifton Springs Area YMCA recognizes the importance of continuous learning and professional growth for its employees. Therefore, the organization is committed to providing opportunities for staff training and development to enhance job performance, career advancement, and personal growth.

Scope: This policy applies to all employees of Clifton Springs Area YMCA, including full-time and part-time staff across all departments.

Training Opportunities: The YMCA will offer a variety of training programs, workshops, seminars, and other learning opportunities to address the diverse needs and interests of employees. These may include but are not limited to:

- Orientation and onboarding training for new hires
- Job-specific skills training

- Leadership development programs
- Soft skills training (communication, teamwork, time management, etc.)
- Technical training relevant to job responsibilities
- Cross-training to develop multi-skilled employees

Seminars, Training, and Conferences

The YMCA recognizes that the skills and knowledge of its employees are critical to the success of the Association. In addition to mandatory training that may be required, job-related seminars, training, and conferences will be considered for reimbursement.

Mandatory Training for Directors, Teachers, and Volunteers: Individuals in the position of director, teacher, or volunteer must complete Office-approved training that complies with federal minimum health and safety pre-service or three-month orientation period requirements. This training must be obtained pre-service or within three months of starting the position. Individuals who have not completed this training must not be left unsupervised with children in care until such time as the training has been completed.

Additional Training Requirements:

Frequency and Duration: Each staff person and volunteer must complete a minimum of thirty (30) hours of training every two years. Fifteen (15) of these hours must be obtained during the person's first six months at the program. Additionally, a minimum of five (5) hours of Office-approved training must be obtained each year.

Required Training Topics: Training must comprehensively address topics or subject matters required by state and federal law, including: (CC) = Childcare Staff Only

- Adult and Pediatric First Aid and CPR Certification (renewed every two years)
- (CC) Principles of childhood development, focusing on the developmental stages of the age groups for which the program provides care.
- (CC) Nutrition and health needs of children.
- (CC) Child care program development.
- (CC) Safety and security procedures, including emergency preparedness.
- (CC) Business record maintenance and management.
- (CC) Child abuse and maltreatment identification and prevention
- (CC) Statutes and regulations pertaining to child care
- (CC) Statutes and regulations pertaining to child abuse and maltreatment
- (CC) Identification, diagnosis, and prevention of shaken baby syndrome.
- (CC) Adverse childhood experiences, focused on understanding trauma and on nurturing resiliency.

Approval Process

Employees interested in participating in training programs must submit a request to their supervisor outlining the purpose, benefits, and relevance of the training to their current role or career goals. Supervisors will review requests and approve training opportunities based on budget availability, operational needs, and alignment with organizational objectives.

Attendance and Participation

Employees approved for training are expected to attend all sessions and actively participate to maximize the learning experience. Failure to attend scheduled training sessions without valid reasons may impact future training opportunities.

Implementation

The Human Resources department will coordinate the scheduling, registration, and logistics of training programs in collaboration with department heads and supervisors. Feedback mechanisms will be established to evaluate the effectiveness of training initiatives and make continuous improvements.

YMCA MEMBERSHIP

Eligibility

Full-time and part-time employees are eligible for free or reduced membership fees at the YMCA

Allowance (Membership)

Full-time employees are eligible for free family membership upon hire. At the time of hire part time and seasonal employees are entitled to free individual memberships. On their anniversary date employees are eligible for a family membership.

Allowance (Program)

Pending the program, employees are eligible in accordance to the following guidelines (unless approved by the CEO):

0-2	years of service	10% - 50%
3-5	years of service	20% - 50%
6-10	years of service	35% - 75%
10+	years of service	50% - 100%

Membership & Program Fees

Eligibility

Full-time employees may request to have the YMCA cover the cost of membership dues and related expenses in professional associations that are related to the employee's job. This benefit is available upon hire. Part-time and seasonal employees are not eligible for this benefit. Any arrangements made prior to January 2016 will be reviewed per employee.

Authorization

A written request must be submitted to the employee's supervisor. The supervisor and CEO must authorize all professional membership fees in advance.

ENHANCED POLICIES

Personal Appearance

At the Clifton Springs Area YMCA, we uphold high standards of personal appearance to maintain a professional environment. It is imperative that each employee's dress, grooming, and hygiene align with the work situation. Employees must visibly display their ID badge or at least a visible Y logo shirt at all times during work hours.

Employees are expected to present themselves in a neat, clean, and professional manner. Good personal hygiene is non-negotiable. Each employee must maintain a personal appearance that reflects positively on the organization. Compliance with our standards of personal presentation and appearance is a continual requirement of employment. Approval from a supervisor is required for the use of sunglasses, chewing gum, or headphones. Dress shoes or tennis shoes (sneakers) covering the front and back of the feet are mandatory. Flip flops and crocs are prohibited unless explicitly approved by a supervisor.

Misrepresentation

Misrepresentation in any form is strictly prohibited at the Clifton Springs Area YMCA. This includes falsification on employment applications, related forms, or any official documents. Misrepresentation may result in disciplinary action, including termination.

Falsifying information related to employment or YMCA programs and services, and unauthorized use of YMCA letterhead or business forms.

Confidentiality

Maintaining the confidentiality of YMCA and member information is paramount. Employees must refrain from discussing, copying, or disclosing any nonpublic YMCA or member information to anyone outside the organization. Any unauthorized use, collection, or transfer of such information may result in immediate dismissal and/or legal action.

Employees in sensitive positions may be required to sign a confidentiality/non-disclosure agreement. Employees are held to company confidentiality after signing the receipt of the employee handbook.

Substance Abuse

We strive to provide a drug- and alcohol-free workplace. Employees are expected to report to work in a condition suitable for performing their duties safely and effectively.

Disciplinary Action

Any possession, use, sale, or presence of alcohol or controlled substances during work hours will result in disciplinary action, up to and including termination.

Notification Requirements

Employees must notify their supervisors of any prescribed therapeutic drugs that may affect work performance or endanger others in the workplace.

Gifts

Employees must not accept personal gifts, loans, or entertainment from individuals or organizations doing business with the YMCA. Refusal of such gifts should be polite but firm, in line with YMCA policy.

Unauthorized Work

Employees are expected to perform only authorized work during designated work hours. Engaging in unauthorized work, fraud, or deceit may result in disciplinary action, including termination.

Outside Employment and Conflict of Interest

Outside employment is generally permitted but must be disclosed to supervisors to avoid conflicts of interest. Employees are prohibited from engaging in work that directly competes with the YMCA or providing services to YMCA members during non-working hours.

Vehicles (PARKING)

Employees driving YMCA or personal vehicles for business must adhere to all traffic laws and operate vehicles safely. Employees must possess a valid New York State driver's license, and any traffic violations must be reported promptly to the YMCA. Staff parking is designated in specific areas. Employees scheduled to close may park in designated areas after hours.

YMCA PREMISES AND WORK AREAS

YMCA Property

All YMCA property is vital for the efficient operation of the Association. It is imperative that all equipment be used appropriately, handled with care, and maintained in good condition.

Damage to YMCA Property

Any damage to YMCA property must be promptly reported to the employee's supervisor for immediate action.

Removal of YMCA Property

Unauthorized removal of YMCA property, including items belonging to coworkers or members, is strictly prohibited unless it is part of the employee's designated job responsibilities.

Disciplinary Action

Violations of this policy may result in disciplinary measures, including termination. Any theft from the YMCA will be pursued and prosecuted to the fullest extent of the law.

Personal Belongings

Employees are responsible for their personal belongings while on YMCA premises. Bringing personal items to work, including those kept in personal vehicles, is at the employee's own risk, and the YMCA's insurance policy does not cover loss, theft, or damage to personal belongings.

Housekeeping

The YMCA is committed to maintaining a clean, organized, and welcoming environment for all employees and members. It is the duty of every employee to ensure that program areas, workspaces, restrooms, and the entire premises are kept clean and free of clutter at all times.

Smoking Policy

The YMCA prioritizes providing a healthy and productive work environment for all employees. Therefore, smoking of tobacco products is strictly prohibited within the facility and its grounds.

Disciplinary Action

Smoking in non-designated areas violates both New York State Law and YMCA policy. Employees found smoking in prohibited areas may face disciplinary action, up to and including termination of employment.

CHILD SUPERVISION POLICY

At YMCA Clifton Springs, we prioritize the safety and well-being of every child in our care. Our Child Supervision Policy outlines the practices and procedures that ensure competent supervision of children at all times.

Staff to Child Ratios and Maximum Group Sizes

- We maintain appropriate staff to child ratios in accordance with regulatory requirements and industry best practices.
- Maximum group sizes are established to facilitate effective supervision and individualized attention for each child.

Ensuring Proper Staffing in Classrooms

- Each classroom is staffed with qualified personnel at all times.
- Additional staff are scheduled during transition times such as arrival and departure, meal times, and nap times to ensure adequate supervision and smooth transitions.
- Staffing assignments are carefully planned to accommodate the needs of children and maintain proper supervision levels.

Clearance of Staff

- Only staff who have undergone thorough background checks and clearance procedures are permitted to work directly with children.
- Background checks include criminal history screenings, child abuse registry checks, and other relevant screenings as required by regulatory agencies.
- Staff members must adhere to our Code of Conduct, which includes guidelines for appropriate interactions with children and maintaining professional boundaries.

Supervision Practices

- Staff members are trained in effective supervision techniques and strategies.
- Children are supervised both indoors and outdoors, ensuring their safety in all environments.
- Visual and auditory supervision methods are utilized to monitor children's activities and behaviors.
- Close supervision is maintained during high-risk activities or situations, such as water play, playground time, or field trips.

Emergency Procedures

- Staff members are trained in emergency response procedures, including evacuation drills and first aid/CPR.
- Clear protocols are in place for handling emergencies or unexpected situations, ensuring a swift and appropriate response to ensure the safety of all children.

Continuous Monitoring and Evaluation

- Our Child Supervision Policy is regularly reviewed and updated to reflect changes in regulations, best practices, and program needs.
- Supervision practices are monitored through regular observations, staff meetings, and feedback from parents and staff members.
- Any concerns or incidents related to supervision are promptly addressed and investigated, with appropriate corrective actions taken as needed.

CHILD PROTECTION AND ABUSE PREVENTION POLICY

The safety and well-being of all children participating in YMCA programs and activities are paramount. The YMCA is committed to providing a safe, nurturing, and secure environment where children can learn, grow, and thrive free from any form of abuse or harm. This Child Protection and Abuse Prevention Policy outlines the standards, procedures, and guidelines that govern the YMCA's commitment to protecting children from abuse and ensuring appropriate measures are in place to prevent abuse from occurring.

Guiding Principles

- **Zero Tolerance:** The YMCA maintains a zero-tolerance policy towards any form of abuse or harm to children. Any suspicion or allegation of abuse will be taken seriously and investigated promptly and thoroughly.
- **Prevention:** The YMCA is committed to preventing abuse by implementing proactive measures, including staff training, background checks, and the establishment of clear boundaries and guidelines for interaction with children.
- **Empowerment:** Children will be educated about their rights, boundaries, and how to recognize and report any form of abuse. They will be empowered to speak up and seek help if they feel unsafe or uncomfortable.
- **Collaboration:** The YMCA will collaborate with parents, guardians, caregivers, community partners, and relevant authorities to create a network of support and protection for children.

Key Components

- **Staff Training:** All staff and volunteers working with children will undergo comprehensive training on child protection policies, procedures, and best practices. Training will include recognition of signs of abuse, appropriate responses to disclosures, and reporting protocols.
- **Screening and Background Checks:** All staff and volunteers who have direct contact with children will undergo thorough background checks, including criminal background checks and reference checks, prior to employment or volunteering.
- **Supervision:** Adequate supervision will be maintained at all times during YMCA programs and activities to ensure the safety and security of children. Staff-to-child ratios will be adhered to according to established guidelines.
- **Code of Conduct:** A clear code of conduct will be established for all staff, volunteers, children, and parents/guardians outlining appropriate behavior, boundaries, and expectations for interaction.
- **Reporting and Response:** Any suspicion or allegation of abuse or inappropriate behavior towards a child will be reported immediately to the designated Child Protection Officer or appropriate authorities. The YMCA will cooperate fully with any investigation and take immediate action to ensure the safety of the child involved.
- **Confidentiality:** All reports of abuse or suspected abuse will be handled with sensitivity and confidentiality, while ensuring that appropriate action is taken to protect the child and prevent further harm.

This Child Protection and Abuse Prevention Policy will be disseminated to all staff, volunteers, parents, and stakeholders involved in YMCA programs and activities. Regular reviews and updates will be conducted to ensure compliance with best practices and legal requirements, and to address any emerging issues or concerns related to child protection.

The YMCA is committed to fostering a culture of safety, trust, and respect for all children in its care. By adhering to the principles outlined in this policy and working collaboratively with stakeholders, the YMCA will

continue to uphold its duty to protect children and provide them with a safe and nurturing environment to thrive.

POSTING/DISTRIBUTION/CHARITABLE SOLICITATION

Charitable Support

The YMCA recognizes the importance of supporting charitable and non-profit organizations within the community. This policy outlines guidelines for employees regarding the distribution of literature and charitable solicitation during authorized meal periods, ensuring it aligns with our commitment to maintaining a productive and respectful work environment.

Voluntary Participation

Participation in charitable solicitations is entirely voluntary. Employees are under no obligation to participate in any charitable solicitation or function organized by the YMCA or their coworkers. Respect for coworkers who choose not to participate is expected and encouraged.

Authorization

Prior authorization from supervisors is required for any items to be posted on the community bulletin board or distributed to coworkers. Employees should consult with their supervisors before bringing in personal property to ensure compliance with workplace guidelines.

Non-Employees

To maintain a focused and harmonious work environment, individuals who are not employed by the YMCA are prohibited from soliciting, posting on bulletin boards within the facility, or distributing literature or merchandise in the workplace for any purpose.

Healthy Fundraisers

To promote health and wellness, the YMCA encourages fundraisers that align with our mission. As such, only fundraisers promoting healthy initiatives will be permitted. For example, magazines promoting wellness may be allowed, while candy fundraisers will not be permitted.

WORKPLACE SEARCHES

Theft Preventative Measures

In efforts to uphold security measures and prevent theft, the YMCA retains the right to conduct searches of all YMCA and personal property brought into the facility. This includes but is not limited to packages, briefcases, duffle bags, purses, wallets, desks, lockers, and file cabinets.

Removal of Property

The YMCA reserves the right to remove any YMCA property or personal belongings that are deemed to be in violation of YMCA policy. Employees should consult with their supervisors before bringing in personal property to ensure compliance with workplace regulations.

Disciplinary Action

Any employee found to have stolen from the YMCA, a coworker, or a member will face disciplinary action, including termination and/or legal consequences. Additionally, employees who refuse to allow management to

inspect their YMCA or personal property may also face disciplinary actions, including termination. These measures are in place to ensure the safety and security of all individuals within the YMCA premises.

SAFETY

Safety Procedures and Standards

The YMCA is dedicated to providing a safe and healthy workplace for all employees. We adhere to all safety regulations relevant to our industry and strive to create an environment where injury and illness prevention are paramount. This commitment requires active participation and cooperation from all employees.

Communication and Information

Regular communication of workplace safety and health information is provided to employees through supervisor-employee meetings, bulletin board postings, memos, and other written communications.

Operation of Equipment

Employees receive training from their supervisors on proper equipment use and maintenance procedures before operating any equipment. It is mandatory for employees to fully understand the correct operation and potential hazards of equipment before use.

Employee Suggestions

We encourage employees to contribute their ideas, concerns, or suggestions for improving workplace safety. Reports can be made anonymously if desired, and no reprisals will be taken against any employee raising safety concerns.

Disciplinary Action

Violations of safety standards, causing hazardous situations, or failure to report or address such situations may result in disciplinary action, including termination of employment.

Accident Procedures

In case of an accident, employees must immediately stop work and take steps to eliminate the cause of the accident, obtain aid for the injured person, inform a supervisor, and prepare a written accident report for submission to the Executive Director.

Fire and Emergency Exit Procedures

Employees must follow established procedures in the event of a fire or emergency evacuation, including activating fire alarms, assisting members to exit safely, calling emergency services, and assembling at designated safe areas.

Fire Extinguishers and First Aid Kits

Employees should familiarize themselves with the location and operation of fire extinguishers and first aid kits. These items are readily available throughout the facility for use in emergencies.

Investigations

All job-related injuries are investigated to determine their cause and prevent recurrence in the future.

Osha Regulations

Employees must comply with all Occupational Safety and Health Administration (OSHA) directives, which are designed to ensure a safe work environment and eliminate unsafe conditions.

Training

Employees receive training on relevant OSHA regulations at the time of hire and as needed throughout their employment.

Safety Hazards

Employees should promptly report any suspected safety hazards to a Director for immediate attention.

Hazard Communication Program

The YMCA prioritizes hazard communication and prevention to safeguard the well-being of employees, members, guests, and visitors.

Guidelines

Procedures for identifying chemical hazards, labeling containers, storing chemicals, dispensing chemicals, and accessing Material Safety Data Sheets (MSDS) are outlined to ensure compliance with safety standards.

Training

Employees receive comprehensive training on working safely with hazardous chemicals, including detection methods, health hazards, protective measures, emergency responses, and use of personal protective equipment.

Safety Meetings and Personal Protective Equipment (PPE)

Regular safety meetings are held to reinforce training, and required PPE is provided to employees for their protection. Failure to comply with PPE requirements may result in disciplinary action.

Hazards of Non-Routine Work

Supervisors inform employees of any potential hazards associated with non-routine tasks and ensure adherence to safe work procedures and PPE requirements.

HEALTH AND ILLNESS POLICY

The health and well-being of our employees are of utmost importance to us. This policy outlines our commitment to promoting a healthy work environment and addressing illness-related concerns effectively.

Preventive Measures

- Hygiene Practices: Employees are encouraged to maintain good personal hygiene, including regular handwashing, to minimize the spread of illness.
- Vaccinations: Where applicable, employees may be required to provide proof of immunizations to prevent the spread of communicable diseases.
- Health Education: We provide ongoing education and resources to employees on maintaining a healthy lifestyle and preventing illness.

Illness Reporting

- Prompt Notification: Employees are required to promptly report any illness or symptoms of illness to their supervisor.
- Stay-at-Home Policy: Employees exhibiting symptoms of illness, such as fever, cough, or body aches, are required to stay home to prevent the spread of illness to coworkers.
- Medical Clearance: Employees returning to work after illness may be required to provide medical clearance

confirming their fitness to resume duties.

Workplace Measures

- Sanitization: Regular cleaning and sanitization of work areas, common areas, and high-touch surfaces are conducted to minimize the risk of illness transmission.
- Physical Distancing: Where possible, measures such as staggered work schedules or remote work arrangements may be implemented to maintain physical distancing and reduce the risk of illness transmission.
- Personal Protective Equipment (PPE): Employees may be required to wear appropriate PPE, such as masks or gloves, in accordance with public health guidelines.

Supportive Measures

- Flexible Leave Policies: We offer flexible leave policies to accommodate employees who need time off due to illness or caring for ill family members.
- Access to Healthcare: Employees are encouraged to seek medical attention promptly if they experience illness symptoms. We may provide resources or assistance to access healthcare services as needed.
- Confidentiality: Employee health information is treated confidentially and disclosed only on a need-to-know basis to ensure privacy and respect for individual rights.

Compliance and Enforcement

- Compliance: All employees are expected to comply with this policy and cooperate with measures implemented to promote health and prevent illness.
- Enforcement: Failure to comply with this policy may result in disciplinary action, up to and including termination, depending on the severity of the violation and its impact on the health and safety of others.

Review and Updates

This policy is subject to periodic review and updates to ensure alignment with current health guidelines and best practices. Employees will be notified of any changes to the policy in a timely manner.

Assessing Injuries To Children In Care

According to the National Safety Council, injuries are the #1 health and safety problem for children in child care settings. When a child is injured, child care providers need to fully assess the child's injury and make sure they are following their first aid procedures. In addition to following proper first aid protocols we recommend these additional procedures be followed when a child needs first aid. When an injury occurs, ask the child questions and observe to make sure the child is okay. Monitor the child throughout the day. Continue to assess the child's injury to make sure what was first observed and treated is still the appropriate course of action.

NOTE: Anytime you believe the child's life may be at risk, or you believe there is a risk of permanent injury, seek immediate medical treatment.

After first aid is administered and the child is calm, the administrator or a teacher should survey the scene and gather additional information.

- What was the child doing?
- What equipment was involved?
- Was another child involved?
- Were any hazards involved?

- Were there any witnesses? What did they see?

Procedures that must be followed:

- Provide timely, full, and accurate verbal notification to parent/guardian regarding injury
- Do not perform first aid or CPR without having completed current training.
- Regularly review the program's health care policy with staff.
- Program staff must share all pertinent information with the program administrator and any teacher taking over care. Sharing the child's status with the parent/guardian at pick up time.
- Make sure the location of the child's medical information is complete and accessible to staff.

Procedures To Follow In Urgent Emergency Medical Situations:

- In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the teacher in charge will begin administration of emergency first aid while the assistant teacher or second teacher takes other children to another area or room. Both staff members should respond in a calm and reasonable manner.
- Other staff will be alerted to call 911 if it's a need to go to the hospital. They will also send for assistance, be it the Program Director, social worker, or another person on staff.
- One of the supervisory staff will contact the parent to come and pick up the child or, if response time is a factor, to have the parent meet the child and accompanying staff at the emergency room of the hospital utilized in emergencies.
- In the event a situation arises that is life threatening and an ambulance is called immediately. The parent will be called to meet the child and staff at the hospital. The teacher or other designated staff will go with the child in the ambulance. The child's file will be taken, including permission forms and pertinent insurance information.
- When parents cannot be reached, those listed as emergency contacts will be called as a further attempt to reach parents. In the event a parent cannot be reached immediately, a designated staff person will continue to attempt to reach parents.

The program will immediately report to Licensing any injury to, or illness of, any child which occurs during the hours while the child is enrolled in care and which requires hospitalization or emergency medical treatment.

Emergencies While on a Field Trip

If an accident or acute illness occurs while on a field trip, the lead teacher will take charge of the emergency, assess the situation, and give first aid as needed. The method and urgency of transportation for the child to receive medical treatment will be determined by the lead teacher based on the severity of the emergency or illness. If necessary, an ambulance will be called.

The program director, or other designated adult, will be contacted by the head teacher as soon as possible and informed of the nature and extent of the injury and the proposed plan of action.

As a preventive measure, prior to departure the program director will determine appropriate guidelines to be followed during the field trip to insure continuity and safety of the children including:

- A first aid kit will be taken in all vehicles on all field trips.
- Emergency information, including contacts and telephone numbers, will be taken on all field trips.
- On a field trip, staff must know the location of a telephone and have appropriate change to be able to use it or have a working cell phone available.

Child Care Plan Guidelines

YMCA will obtain documentation of any known allergy from a child's parent or legal guardian or the child's source of medical care before admitting the child for care. If a child has a known allergy, YMCA will maintain current information about the allergy in the child's record. The individual child care program plan must include:

- A description of the allergy;
- Specific triggers;
- Avoidance techniques;
- Symptoms of an allergic reaction; and
- Procedures for responding to an allergic reaction, including: Medication, Dosages, Doctor's contact information

Staff will review all plans and have access to the documentation. Upon changes and at least once a year, YMCA will update the allergy-related information in a child's record, including the care plan.

A child's allergy information will be available at all times, including on site, when on field trips, and during transportation. A child's food allergy information must be readily available to a staff person in the area where food is prepared and where food is served to the child.

Steps YMCA can implement for various Allergen control

Parents must supply a physician's order for any special diet, a copy of the diet, and sample meal plan. Parents must complete a Care Plan in clear legible handwriting and sign. Parents must also provide clearly labeled, not expired emergency medications if necessary.

Example of peanut allergy implementation steps: Post child's full name, age, and allergies in kitchen, classroom, to help inform staff to avoid exposure, Care plans and emergency medications if provided travel with the child on vehicles, Always notify parent/guardian for any suspected exposure to an allergen regardless of reaction or not, Do not serve peanut butter, policy as a "peanut free zone " with educational sign for parents, Discourage food from home, Limits food from outside to special occasions

Example of cow milk allergy implementation steps: Post child's full name, age, and allergies in kitchen, classroom, to help inform staff to avoid exposure, Care plans and emergency medications if provided travel with the child on vehicles, always notify parent/guardian for any suspected exposure to an allergen regardless of reaction or not.

Insect Allergies: Parents must supply a physician's order for any special diet, a copy of the diet, and sample meal plan. Parents must complete the Care Plan in clear legible handwriting and sign. Parents must also provide clearly labeled, not expired medications if necessary.

Example of bee sting, ant bite or spider bite implementation steps: Post child's name and allergies to help inform staff to avoid exposure, Playground inspections are completed each morning to eliminate insect nests/hives/webs or other potential hazards from building, fences, and play equipment, Preventative quarterly insect control measures around the exterior of the playground to prevent nuisance pests.

Administration Of Medication

YMCA staff do not administer prescribed or non-prescribed medication to any child. It is the responsibility of parents/guardians to ensure that any required medication is administered to their child before attending the program.

Prevent Injuries

To prevent injury and to ensure a safe environment the following preventative measures will be taken:

- The staff member who opens each classroom is responsible upon arrival each day for monitoring the environment and for the removal of any hazards. Any needed repairs or unsafe conditions should be reported to the Director
- The Program Director will monitor the outdoor playground and remove any hazards prior to any children using the space.
- No smoking is allowed on the premises.
- Toxic substances, sharp objects match and other hazardous objects will be stored out of the reach of children.
- The first aid kit is kept supplied by the program director.
- First aid kits will be inspected monthly but supplies will be replaced as needed. Staff should report missing items to the program director.
- All staff must be first aid certified within six (6) months of employment. One staff member certified in CPR must be on the premises during all hours of operation.
- Only staff who have a current First Aid will be allowed to administer first aid no matter how minor the injury.
- An injury report for any incident which requires first aid or emergency care will be maintained in the child's file. The injury report includes the name of the child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of witnesses, name(s) of person(s) who administered first aid and first aid required. Staff should use the Accident/Injury Report Form to record the above information. Staff should submit the completed form to the Program Director for review.
- Once the Program Director has reviewed the Accident/Injury Report form and has signed it, it should be given to the parent. The parent should be allowed to review it, sign it, and then be given a copy.

Plan Developmentally Appropriate Programming and Activities

- Plan and offer activities which match the needs, skills and abilities of the children in your care.
- While toddlers enjoy placing pre-cut vegetable pieces in a soup pot, preschoolers can actually wash, peel and cut fruit for a salad.
- While preschoolers welcome the challenge of hammering real nails into a piece of wood, toddlers are safe and satisfied with using a hammer and peg set.
- For toddlers, walking along a strip of masking tape on the floor provides a safer choice than balance beams which are more for preschoolers.

Consider size and manageability

- Children's height, strength and physical abilities are key factors when selecting tricycles, mounting hooks in cubbies or deciding to purchase chairs with or without sides.
- Similarly, the size and weight of equipment such as balls, boxes and toys should ensure safe lifting, carrying or stacking.
- When working with very young children, avoid small objects which could be easily swallowed or put in their ears or nostrils.

Fire Prevention

- Post all evacuation routes by every classroom and throughout the school.
- Communicate the plan - make sure staff, parents and children know the plan. Ensure this training occurs at the start of a new hires employment and every year thereafter

- Practice the plan – conduct a fire drill each month, make it realistic, use the actual fire alarm, keep a record of your drills.
- Check your smoke alarms – at a minimum, you should have one on each floor. Be sure you test them regularly.
- Check your fire extinguishers – know where they are, check to make sure they have pressure and are not expired.
- Train on fire extinguisher use and include instructions by each fire extinguisher.
- Keep exits clear – do not block exits with furniture, clutter, etc.
- Check your furnace room – this is not a place for storage. Keep clutter away from the furnace.

Field Trips

- Planning for safety
 - Ensure the equipment in your neighborhood park is suitable for the ages and developmental stages of your children.
 - Always try to select a route for your outing where crosswalks are clearly marked and driveways are fewer.
 - Make sure there will be enough adult assistance to provide close supervision.
 - Prior to the field trip, a staff member will take responsibility for enlisting help from parents substitutes and/or volunteers.
- Take along a portable first aid kit.
- Carry with you emergency information/consent cards for each child.
- Ensure that at least one staff member has a valid first aid certificate.

Childproofing

- Furnishings
- Windows
- Phone
- Plants
- Hallways and stairs
- Gates and Doors
- Wiring, Electric Plugs and Appliances
- Toys
- Kitchens

Bathrooms

- Ensure that platforms or stools used by children to reach the water taps are stable and will not slip.
- Store all toxic materials and cleaning products out of children's reach in a high closet or cupboards with a lock or child proof latch.
- Never leave children unattended on the diaper change table.
- Make sure that containers of skin cream, lotion or powder are well out of children's reach to prevent from inhaling or swallowing these items.
- Prevent scalds and burns by installing control devices for all hot temperatures water taps so that the water temperature does not exceed 110oF.
- Teach children to turn on the cold water tap before turning on the hot water tap.

Gyms or Gross Motor Areas

- Make sure that equipment is stable and has no sharp edges, points, corners or splinters.

- Check climbers, slides, rocking boats and other equipment for protruding nails or bolts and loose parts.
- Arrange equipment to prevent collisions and ensure a safe traffic flow.
- Set up climbing equipment away from furniture, windows and walls to prevent children from falling against them.
- Place resilient matting under and around structures that are higher than 2" (60 cm) to protect children who may fall.

Outdoor equipment and surfaces

- Careful selection, installation and ongoing maintenance are key to playground safety
- Resilient Surfaces
- Plants/Shrubs- Many outdoor plants may cause stomach upsets, skin rashes, internal organ damage and even death.
- Pools and Ponds - Watch licensing guidelines for this.

Vehicles/Traffic Accidents

- No texting, cell phone, or smartwatch usage by drivers.
- Ensure that there are sufficient safety seats or seat belts for each person and that these are correctly installed and used.
- Lock all vehicle doors when in motion.
- Keep emergency/consent cards for each child and a first aid kit in each vehicle.
- Make a habit of carrying a blanket, water, some non-perishable foods, a flashlight and winter emergency supplies.
- Find a safe place to pull over if a child or the group gets overly excited.
- Use teachable moments to discuss traffic signs and road

SECURITY

Building Security

To ensure employee safety and prevent unauthorized access, employees present in the building before or after regular hours must secure all exterior doors. Unauthorized individuals should not be allowed entry. Emergency contact numbers are available in the black clipboard at the member service desk for reference.

Theft

If an employee observes or suspects theft involving a coworker, delivery person, vendor, visitor, or member, they must promptly report it to their supervisor. Employees should take note of the individual's appearance and any identifying characteristics but should not attempt to confront or detain them.

Individuals found guilty of theft will face prosecution to the fullest extent of the law. Additionally, employees involved in theft will be subject to disciplinary action, including termination if warranted.

Workplace Violence

The safety of all individuals associated with the YMCA, including employees, vendors, suppliers, members, guests, and visitors, is paramount. Any instance or threat of violence is taken seriously, and appropriate action, including involvement of law enforcement, will be taken promptly.

Firearms and Weapons

Employees are strictly prohibited from possessing firearms or weapons on YMCA premises, in personal vehicles while conducting YMCA business, or at any location during working hours or while representing the YMCA.

Disciplinary Measures

Violation of this policy will result in immediate disciplinary action, which may include termination of employment and legal consequences.

Visitor Monitoring and Control Policy

At YMCA Clifton Springs, ensuring the safety and security of our facility, staff, and members is paramount. Our Visitor Monitoring and Control Policy are designed to maintain a secure environment while accommodating visitors to our premises. This policy outlines the procedures for monitoring and controlling visitor access to our facility.

Visitor Registration:

1. Registration Requirement: All visitors entering the YMCA facility must register at the front desk upon arrival. Registration includes providing relevant information such as name, purpose of visit, and duration of stay.
2. Identification: Visitors may be required to present valid identification, such as a driver's license or government-issued ID, which will be verified by YMCA staff.
3. Temporary Access Pass: Upon registration, visitors will be issued a temporary access pass or badge, which must be visibly displayed at all times while on YMCA premises.

Visitor Supervision:

1. Escort Requirement: All visitors, unless attending a scheduled program or event, must be escorted by a YMCA staff member or authorized personnel at all times during their visit.
2. Monitoring by Staff: YMCA staff members are responsible for monitoring visitor activities and ensuring compliance with facility rules and regulations.

Visitor Access Restrictions:

1. Restricted Areas: Certain areas of the YMCA facility may be restricted to visitors or accessible only under supervision. These areas include staff-only areas, equipment rooms, and other designated restricted zones.
2. Special Events or Programs: Visitors attending special events or programs hosted by the YMCA may be subject to specific access restrictions or guidelines outlined by event organizers.

Visitor Identification and Verification:

1. Verification Process: In cases where visitor identification or credentials are questionable, YMCA staff reserves the right to verify the visitor's identity and purpose of visit through additional means, such as contacting the individual or organization they claim to represent.

2. Refusal of Entry: The YMCA reserves the right to refuse entry to any visitor who fails to comply with registration procedures, provides false information, or poses a security risk to the facility or its occupants.

Visitor Exit Procedures:

1. Return of Access Pass: Upon departure, visitors must return their temporary access pass or badge to YMCA staff at the front desk.
2. Record Keeping: YMCA staff will maintain records of visitor registration and departure times for security and reference purposes.

Staff Policy:

1. Staff Work Focus: Staff members are expected to prioritize their work responsibilities while on duty and should not entertain personal visitors during working hours.

Emergency Situations:

1. Evacuation Procedures: In the event of an emergency requiring evacuation, visitors must follow YMCA staff instructions and evacuation procedures to ensure their safety and the safety of others.
2. Communication: YMCA staff will communicate emergency procedures and updates to visitors as necessary during emergency situations.

Policy Enforcement:

1. Compliance: All visitors are expected to comply with the YMCA's Visitor Monitoring and Control Policy. Non-compliance may result in the refusal of entry or removal from the premises.
2. Disciplinary Action: Violations of this policy may result in disciplinary action, including but not limited to denial of future access to YMCA facilities.

Review and Revision:

This Visitor Monitoring and Control Policy will be periodically reviewed and updated as needed to reflect changes in facility operations, security protocols, or regulatory requirements. Any revisions to the policy will be communicated to YMCA staff and posted for public awareness.

By adhering to the guidelines outlined in this policy, YMCA Clifton Springs aims to uphold a safe and welcoming environment for all visitors while maintaining the security and integrity of our facility.

COMMUNICATION PROCEDURES

Program offerings

Current Session

Each 7-8 week session is available for staff and members with the current information on programs and events on our website and in our online registration portal. All YMCA employees are expected to read and become familiar with the material in order to educate and share with members to meet their wellness needs.

Bulletin Board

The bulletin boards around the facility are to educate employees and members of the programs and events offered. The calendar located in the office is to communicate information to employees about YMCA-related matters.

Please check the calendar and bulletin boards on a regular basis to keep informed of upcoming events and other items of interest.

Use of Communications Systems

The purpose of the YMCA's communications systems and equipment is to promote efficient operations. All communications systems and equipment, including but not limited to, telephones, voice mail, fax machines, incoming/outgoing mail, computers, e-mail, on-line services, computer files, pagers, and cellular telephones are the sole property of the YMCA. In addition, the messages created, transmitted, and stored on these communications systems and equipment remain the sole property of the YMCA.

Computers

All computer software on the YMCA's computer systems must be licensed and registered to the YMCA. All computer disks must be scanned by anti-virus software prior to being used on the YMCA's computers.

Prohibited Uses

Employees may not use the YMCA's communications systems and equipment for harassing, offensive, demeaning, intimidating, insulting, or sexually suggestive written, recorded, or electronically transmitted messages. Likewise, obscenities, vulgarities, jokes, and discriminatory remarks are prohibited. Employees are prohibited from copying, transferring, downloading, modifying, reproducing, or sharing licensed or non-licensed computer software with any business or for the employee's personal use without prior written authorization from management. Employees are also prohibited from installing any unauthorized or illegal computer software onto any of the YMCA's computer systems.

Employees should not access, or attempt to obtain access to, a coworker's electronic communications without appropriate authorization.

YMCA's Right to Monitor Employee Systems and Files

The YMCA reserves the right to enter, search, and monitor employee communications systems and files, with or without advance notice, as it deems appropriate. The reasons for which the Association may access the systems and files include, but are not limited to: Maintaining the system; investigating allegations of system abuse or misuse; ensuring compliance with software copyright laws; complying with legal and regulatory requests for information; suspicion of inappropriate disclosure of confidential business or proprietary information; or monitoring work flow or productivity.

PARENT COMMUNICATION AND INVOLVEMENT POLICIES

Parent Handbook

The YMCA recognizes the importance of effective communication between parents and staff members. To facilitate this, the YMCA provides a comprehensive Parent Handbook that outlines essential information

regarding programs, policies, procedures, and expectations. It is mandatory for all employees to review the Parent Handbook, and copies of the handbook are provided to parents upon enrollment.

- Upon hiring, all employees are required to review the Parent Handbook thoroughly to familiarize themselves with the YMCA's policies and procedures regarding parent communication and involvement.
- Copies of the Parent Handbook are made available to parents during the enrollment process to ensure they are well-informed about the YMCA's practices and expectations.

Parent-Teacher Communication Policy

Open and regular communication between parents and teachers is essential for the holistic development of children. The YMCA encourages transparent and constructive dialogue to support the child's growth and well-being.

- Teachers are required to maintain open lines of communication with parents through various channels, including in-person meetings, phone calls, emails, and written correspondence.
- Teachers must provide regular updates on the child's progress, behavior, and milestones, as well as address any concerns or questions raised by parents in a timely manner.
- Parent-teacher conferences are scheduled periodically to discuss the child's development, goals, and areas for improvement, fostering a collaborative approach between parents and teachers.

Parent Involvement and Engagement Policy

The YMCA values and encourages active participation from parents in their child's educational journey. Parental involvement enhances the quality of care and promotes a sense of community within the YMCA.

- The YMCA provides opportunities for parents to actively engage in their child's learning experience through volunteer opportunities, special events, workshops, and parent education programs.
- Parents are encouraged to participate in decision-making processes, such as providing feedback on programs, policies, and initiatives, to ensure their voices are heard and their needs are addressed.
- The YMCA organizes family-oriented events and activities to foster positive relationships between parents, children, and staff members, creating a supportive and inclusive environment for all families.

These policies aim to promote effective communication, collaboration, and engagement between parents, teachers, and the YMCA community, ultimately benefiting the well-being and development of the children under our care.

Personal Use of Communications Systems

The YMCA's communications systems and equipment are primarily designated for business use, with limited allowances for personal use under specific conditions outlined in this policy. Employees are required to adhere to the Clifton Springs Area YMCA Cell Phone & Technology Policy.

Telephone

- Employees may make and receive personal calls during authorized meal periods, with the recommendation to make long-distance personal calls collected or charged to the employee's home telephone number.
- Long-distance personal calls billed to the YMCA's telephone number are strictly prohibited, except in emergencies, and must be reimbursed promptly.
- Excessive personal calls that impede productivity may result in the revocation of the privilege to use YMCA telephones for personal use. Personal calls on personal cellular phones or pagers during working hours are discouraged, except in emergencies.
- Staff may not use personal cell phones or smart watches while in the classroom or supervision children.

Texting & On-Line Services

- The use of the YMCA's e-mail system and Internet is exclusively reserved for business purposes and requires prior approval from the employee's supervisor.
- Access to social media platforms like Facebook is prohibited unless explicitly approved by the supervisor.

Mail

- The YMCA mail system is designated for business use only, and employees may not send or receive personal mail at the workplace.

Stationery and Business Cards

- Business cards and stationery must be provided by the YMCA and should be used solely for official YMCA communications. Personal use of YMCA stationery is prohibited.

Smart Watches

- Smartwatches, including but not limited to Apple Watches and other wearable devices with communication capabilities, are subject to the same policies as cell phones and must not be used for personal communication during working hours except in emergencies.

Disciplinary Action

Violations of this policy may result in disciplinary action, ranging from warnings to termination, depending on the severity and recurrence of the offense.

Notification Requirements of Adverse Correspondence

Any negative business-related correspondence, such as memos, emails, letters, or legal notices concerning the YMCA, must be promptly reported to the employee's supervisor upon receipt.

Notification Requirements of Adverse Situations

Employees are obligated to inform their supervisors immediately of any adverse situations involving employees, members, vendors, suppliers, or any other business-related event or circumstance. Prompt reporting allows for timely resolution and appropriate action.

Employee Suggestions

The YMCA recognizes and values the insights and ideas contributed by its employees. Encouraging open communication and feedback fosters a positive, constructive, and collaborative environment. Employees are actively encouraged to share any suggestions they believe can enhance the productivity and success of the YMCA. All suggestions undergo thorough evaluation, and when feasible, implementation is pursued.

Media Relations

Any inquiries from media outlets, including television, radio, social media and newspapers, regarding YMCA-related matters must be directed to the Executive Director. Prior approval from the Executive Director is mandatory for all press releases, publications, articles, or any other materials intended for dissemination to the media.

Collaborative teamwork forms the cornerstone of the YMCA's operations, promising a bright future and reinforcing a positive reputation within our community and among our members. Together, we strive towards excellence and continued success.