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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WHERE FUN & FRIENDS MEET

Clifton Springs YMCA Child Care Parent Handbook

Childcare Program
Parent Handbook

Clifton Springs Area YMCA (All Day Childcare + Summer Camp)
5 Crane Street
Clifton Springs, NY 14432
Childcare Office: 315-462-KIDS (5437)

Midlakes Intermediate School (Before & After School)
1510 State Route 488
Clifton Springs, NY 14432
School Office: (315) 548-6900

E-mail: bob@csaymca.org or paul@csaymca.org

Website: www.csaymca.org

Dear Clifton Springs YMCA Families,

Welcome to our Child Care and School Age Child Care programs at the Clifton Springs Area YMCA! Whether your child is attending our school-age program at Midlakes Intermediate School or our on-site childcare program for children aged 3-5 and camps, we are thrilled to have you as part of our YMCA family.

At the Clifton Springs Area YMCA, we are committed to providing a safe, nurturing environment where children can learn, grow, and develop important social skills. Our programs are designed to offer enriching experiences that support your child's overall development and well-being.

This handbook has been carefully crafted to serve as a valuable resource for you, outlining our policies and procedures. Should you have any questions or concerns about our School Age Child Care programs, please don't hesitate to reach out to me directly at (315) 462-6184. Your feedback is always welcome, and we are here to address any inquiries you may have.

We are genuinely excited to embark on this journey with you and your child, and we look forward to providing them with a fun-filled and enriching experience at our program. Thank you for entrusting us with the care and education of your child. Your support and cooperation are greatly appreciated.

Warm regards,

Bob Sollenne
Child Care Director
Bob@csaymca.org

and

Paul Birtel
Chief Executive Officer
Paul@csaymca.org

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PROGRAM PHILOSOPHY

At the Clifton Springs Area YMCA, our School Age and Child Care programs are dedicated to providing quality child care in a safe and nurturing environment. Our philosophy is rooted in fostering the holistic development of children, encompassing their intellectual, emotional, social, and physical growth, while also offering support to local families.

Both our School Age and Child Care programs are designed to create environments that prioritize safety, support, and care. We aim to offer children opportunities for growth and enrichment through a variety of age-appropriate activities tailored to their developmental needs. Whether it's engaging in educational activities, building social skills, or participating in physical play, our programs are committed to nurturing the whole child.

By providing a positive and enriching experience for children and families alike, we strive to support and strengthen the community we serve. At the Clifton Springs Area YMCA, we believe in creating a foundation for lifelong learning and well-being for every child entrusted to our care.

OUR MISSION

Through the YMCA School Age and Child Care programs, we strive to support children in:

- Personal Growth: Our programs aim to provide opportunities for children to discover and develop their unique talents, interests, and abilities. We encourage them to explore new activities, learn from their experiences, and build confidence in themselves.
- Clarifying Personal Values: We believe in fostering an environment where children can explore their values, beliefs, and principles. Through open dialogue, meaningful interactions, and guided reflection, we support children in understanding and articulating their personal values.
- Social and Emotional Development: Our programs place a strong emphasis on social and emotional learning. We provide children with opportunities to build positive relationships, practice empathy and compassion, resolve conflicts peacefully, and develop resilience in the face of challenges.
- Leadership Skills: We believe every child has the potential to be a leader in their own way. Our programs encourage children to take on leadership roles, collaborate with their peers, and make positive contributions to their communities. We provide opportunities for them to develop communication, decision-making, and problem-solving skills essential for effective leadership.
- Having Fun: At the heart of our programs is the belief that learning should be enjoyable and engaging. We create a supportive and inclusive environment where children can laugh, play, and explore their interests. Through a wide range of activities, games, and creative outlets, we ensure that every child has the opportunity to have fun and make lasting memories.

Through these initiatives, the YMCA programs aim to nurture well-rounded individuals who are empowered to thrive in all aspects of their lives.

CHILDREN are nurtured in a program that:

• Offers children a base of warmth, security, and continuity provided by caring, qualified staff

• Fosters initiative, independence, cooperation, and self control

• Has flexible schedules that allow for choices including free play, homework help, and projects

• Permits freedom within set limits

FAMILIES benefit from a program that:

• Offers quality, safe, affordable child care services

• Is sensitive to the needs of children and families

• Encourages communication among children, families, and Child Care Staff

• Allows for ongoing family involvement and regular opportunities for feedback through a Child Care Committee and annual evaluation process

PROGRAM GOALS

Character Development – The YMCA Character Development program is an important part of every YMCA program. The values of caring, honesty, respect and responsibility are modeled by staff and encouraged of all participants. These character values are put into practice during various activities.

Social and Emotional Skills – The programs will meet children's social and emotional needs by following Search Institute's building blocks of healthy development—known as Developmental Assets—that help young children grow up healthy, caring, and responsible.

Age groups:

- Preschool and Pre-K students (ages 3-5)
- K-3 (ages 5-9)
- Middle Childhood (ages 8-12)

Physical Skills – The programs will meet children's physical needs by: providing space and scheduled times for activities (such as running, jumping, and playing ball both indoors and outdoors); providing supervision to ensure safety (but without overprotection or over-direction); providing opportunities for rest; and providing snacks needed to restore energy.

Educational Opportunities – The program is committed to providing educational support and enrichment for children across different age groups, including preschool, Pre-K, and school-age children. Our approach to education encompasses the following:

1. Homework and Academic Assistance: For school-age children, our program offers dedicated time and support for completing homework assignments. Qualified staff members are available to assist children with their academic tasks, providing guidance, clarification, and encouragement as needed.

2. Enrichment Activities: In addition to homework assistance, our program offers a range of enrichment activities designed to stimulate curiosity, creativity, and critical thinking skills. These activities may include STEM (Science, Technology, Engineering, and Mathematics) projects, arts and crafts, literacy exercises, and hands-on experiments.

3. Developmentally Appropriate Activities: For preschool and Pre-K children, our curriculum is carefully designed to meet their developmental needs and interests. We offer a variety of age-appropriate activities that promote early learning and school readiness, such as sensory exploration, language development, fine and gross motor skill development, and socialization opportunities.

4. Individualized Learning Experiences: Recognizing that each child has unique strengths, interests, and learning styles, our program strives to provide individualized learning experiences. Teachers and caregivers tailor activities and interventions to meet the specific needs of each child, fostering personalized growth and development.

5. Integration of Play and Learning: We believe in the power of play as a natural and effective way for children to learn and explore the world around them. Our program integrates play-based learning into daily activities, allowing children to engage in hands-on experiences that promote cognitive, social, emotional, and physical development.

By offering a diverse range of educational opportunities, the program aims to support children in reaching their full potential academically, socially, and emotionally, laying the foundation for lifelong learning and success.

Parent Engagement – Our commitment to fostering strong partnerships with parents extends beyond the daily care of children. As part of our dedication to promoting holistic child development, staff members will organize and facilitate a minimum of three parental engagement events or distribute materials focused on promoting healthy eating habits and encouraging physical activity.

These engagement initiatives serve as opportunities for parents to actively participate in their child's well-being and education, gaining valuable insights and resources to support healthy lifestyle choices at home. Through workshops, seminars, newsletters, or other interactive platforms, parents will receive information, tips, and strategies for creating nutritious meals, incorporating physical activity into daily routines, and promoting overall wellness for their families.

By collaborating with parents in this manner, we aim to empower families to make informed decisions regarding their health and lifestyle habits, fostering a culture of wellness both within our program and in the broader community.

RESPONSIBILITIES OF THE PROGRAM

The YMCA program is dedicated to maintaining exceptional standards of quality, safety, and professionalism across all operations. This commitment is reflected in various key responsibilities, including the development of engaging and age-appropriate curricula, ensuring the safety and well-being of participants through appropriate supervision and emergency preparedness, upholding ethical conduct and compliance with regulations, fostering transparent communication with parents and stakeholders, actively engaging with the community through partnerships and outreach initiatives, and continuously striving for improvement through program evaluation and professional development opportunities. By fulfilling these responsibilities, the YMCA program aims to provide enriching experiences for participants while contributing positively to the communities it serves.

RESPONSIBILITIES OF THE PARENT

The responsibilities of the parent encompass active engagement and collaboration with the YMCA program to ensure the well-being and success of their child. Parents are expected to provide accurate and up-to-date information regarding their child's health, dietary needs, and emergency contacts. They should adhere to program policies and procedures, including timely pick-up and drop-off of their child, as well as prompt communication with program staff regarding any changes or concerns. Parents are encouraged to actively participate in program events, parent-teacher meetings, and volunteer opportunities to support their child's learning and development. Additionally, parents should promote positive behavior and respect for program rules and guidelines at home to reinforce the values instilled by the YMCA program. Through their involvement and partnership, parents play a crucial role in creating a supportive and enriching environment for their child's growth and well-being.

Additionally, the program reserves the right to discontinue a child's enrollment if the parents' actions become harsh or inappropriate, or in the case of non-payment.

PARENT ACCESS AND NOTIFICATION POLICY

At our child day care center, we prioritize transparency and open communication between parents and staff. To uphold this commitment, we have established the following policies to ensure parents have unlimited and on-demand access to their child and relevant information:

- Unlimited and On-Demand Access to Child: Parents have the right to unlimited and on-demand access to their child during the center's operating hours. Parents may visit the center at any time to check on their child's well-being and participate in activities.

- Building Inspection Access: Parents have the right to inspect all parts of the building used for child day care or that could pose a hazard to their child's health or safety. This access is available whenever requested during the center's operating hours.

- Access to Director and Teachers: Parents have unlimited and on-demand access to the director and teachers while their child is in care or during normal operating hours. This ensures that parents can communicate directly with staff members regarding their child's development, activities, and any concerns.

- Access to Written Records: Parents have unlimited and on-demand access to written records concerning their child, except where restricted by law. This includes records related to the child's enrollment, health, development, and any other pertinent information.

Long-Term Teacher Absence Notification: In non-emergency situations such as illness or accidents, parents will be notified in writing at least two weeks prior to any long-term absence of teachers. This notification will include the specific start and end dates of the absence and information about the designated replacement teacher in the day care program.

We believe that these policies promote transparency, trust, and collaboration between parents and our child day care center staff. Your involvement and participation are integral to creating a supportive and nurturing environment for your child's growth and development.

PRESCHOOL AND PRE-K CURRICULUM COMPONENTS

Our curriculum for preschool and pre-kindergarten children is thoughtfully designed to foster holistic development and prepare young learners for future academic success. Each day, a variety of age-appropriate activities are offered, with children's interests guiding the direction of the program. Key components of our curriculum include:

• Literacy: Encouraging early literacy skills through storytelling, language-rich activities, and exposure to letters, sounds, and books to lay the foundation for reading and writing.

• Creative Arts & Music: Engaging children in artistic expression through creative crafts, music exploration, and movement activities to develop fine motor skills, creativity, and self-expression.

• Games: Promoting social interaction, cooperation, and gross motor skills development through structured games and group play experiences.

• Social and Emotional Development: Nurturing children's social skills, self-regulation, empathy, and emotional intelligence through activities that promote positive peer interactions, conflict resolution, and self-awareness.

• Science Exploration: Stimulating curiosity and inquiry through hands-on exploration of the natural world, including experiments, observations, and discovery-based learning experiences.

• Character Development: Fostering the development of positive character traits such as honesty, respect, responsibility, and kindness through modeling, discussions, and guided activities.

• Learning Centers: Providing opportunities for independent and small group exploration in learning centers that promote cognitive, sensory, and fine motor development across various domains.

• Health, Wellness & Fitness: Promoting healthy habits, nutrition awareness, and physical fitness through age-appropriate activities, discussions, and experiences that emphasize the importance of staying active and making healthy choices.

Our curriculum reflects our commitment to providing a well-rounded educational experience that nurtures the whole child and lays the groundwork for lifelong learning and success.

Preschool and Pre-K

Here at "Branches of Learning" Preschool, we understand that each child develops at their own individual pace, and the concept of potty training is no exception!

If your child is still in diapers, and actively potty training, our staff fully understands that the process itself is both a difficult time for all parties involved (Especially the child and Parents too).

Our staff works patiently, collaboratively, and cooperatively with each student and family to ensure a smooth and seamless transition!

We kindly ask you to please supply the "Branches of Learning" Preschool with all necessary materials to aid in the process (Diapers/Pull-Ups, hygienic wipes, Diaper Cream/Toiletry Items (If applicable), and minimally, 1 complete change of clothing (Shirt, Pants, Socks, Underwear, Sneakers, etc ...). All materials provided to the "Branches of Learning" Preschool for your child's use, must be clearly labeled with your child's full name, and all necessary paperwork for the application of topical diapering products must be signed and approved by management prior to first application!

If you have any additional questions or concerns relating to the "Branches of Learning" Preschool potty training policy, please feel free to ask!

SCHOOL AGE CURRICULUM COMPONENTS

Our School Age program is designed to offer a diverse array of engaging and enriching activities that cater to the developmental needs and interests of children. Each day, a dynamic curriculum is shaped by children's interests, allowing them to take an active role in their learning and exploration. The curriculum components include, but are not limited to, the following:

• Literacy: Through storytelling, reading circles, and language-based activities, children are encouraged to explore the world of words, develop vocabulary, enhance comprehension skills, and foster a love for reading.

• Crafts & Music: Creative expression is nurtured through hands-on arts and crafts projects, musical activities, and dramatic play experiences, fostering imagination, fine motor skills, and self-expression.

• Games: Structured games and group activities promote social interaction, cooperation, teamwork, and the development of gross motor skills while providing opportunities for fun and play.

• Service Learning: Children engage in projects and activities that promote empathy, compassion, and civic responsibility, fostering a sense of community and instilling values of kindness, generosity, and social awareness.

• Social and Emotional Development: Activities and discussions focus on building self-awareness, self-regulation, empathy, and positive relationship skills, nurturing emotional intelligence and resilience.

• Homework Support: Qualified staff provide assistance and guidance to children with their homework assignments, reinforcing academic skills, promoting responsibility, and fostering a positive attitude toward learning.

• Science Exploration: Hands-on experiments, observations, and inquiry-based activities encourage curiosity, critical thinking, and problem-solving skills as children explore the wonders of the natural world.

• Character Development: Through discussions, role-playing, and interactive activities, children learn and practice positive character traits such as honesty, respect, responsibility, and perseverance, building a strong foundation for ethical decision-making and personal integrity.

• Learning Centers: Various learning centers offer opportunities for independent exploration and hands-on learning across different subjects, including literacy, math, science, art, and sensory experiences, promoting curiosity, creativity, and cognitive development.

• Health, Wellness & Fitness: Children engage in age-appropriate physical activities, nutrition education, and discussions about healthy habits, fostering physical fitness, body awareness, and lifelong wellness practices.

By offering a diverse range of curriculum components, our School Age program aims to provide a stimulating and supportive environment where children can learn, grow, and thrive academically, socially, and emotionally.

LICENSING

Our Child Care Program is licensed under the New York State Office of Children and Family Services. You can review the specific licensing regulations in the Parent Information Binder, which is located near the Parent Mailboxes. Our program operates on a not-for-profit basis, serving the families of Clifton Springs and the surrounding communities. The license specifies the maximum number of participants allowed in our Child Care program.

Licensing regulations can also be found online at the New York State Office of Children and Family Services website: https://ocfs.ny.gov/programs/childcare/regulations/. For additional assistance or inquiries, you can contact the licensing office at:

Rochester Regional Office
NYS Office of Children and Family Services
259 Monroe Avenue, 3rd Floor, Monroe Square
Rochester, NY 14607
Phone: 585-238-8531

BEFORE & AFTER SCHOOL PROGRAM

Midlakes Intermediate School

The YMCA's Before & After School Program provides working parents with affordable, high quality child care that is offered before and after school. Time gaps before and after school will be filled creatively and constructively with gym activities, homework help, and daily specials. Our YMCA's SACC Program promotes the Y core values of caring, honesty, respect, responsibility, and promotes healthy lifestyles. Through positive social interaction with peers and staff, the program aims to help children exhibit responsible behavior and become productive members of their

community.

SUMMER CAMP

YMCA Facility

The YMCA's Summer Camp has been developed to meet the changing needs of the youth in the communities we serve. We have planned exciting and fun summer themed activities that include swimming, garden club, rec program, library reading program and weekly trips that will guarantee a summer of **BIG** fun and create lasting memories. We offer daily, weekly and 10 week programs to fit everyone's schedule.

VACATION FUN CLUB

YMCA Facility

The YMCA SACC program provides full-day child care during the following school breaks; Holiday, Winter and Spring Recesses along with the various single days off.
A sign-up sheet will be at the sign in/out table at before and after school 3 weeks prior to the scheduled day off date. Parents will have 2 weeks to sign up, if there are not enough children signed up, the parents of the children signed up will be informed that the particular day is canceled. If you are signed up and cancel after the deadline or are signed up and do not show up for the Fun Club day, you will still be charged for the day.
Activities include:

- Arts & Crafts
- Gym Games
- Outdoor Games (weather permitting)
- Swimming
- Community Engagement

More Important Information:

- Morning and afternoon snacks provided - just pack a lunch!

HALF-DAY PROGRAM

Midlakes Intermediate School

This program runs from school being let out until 6pm. *Parents are responsible for lunches* and a snack will be provided by the YMCA at 4:00 P.M.

REGISTRATION

At Clifton Springs, our Child Care and School Age Child Care programs are committed to providing an inclusive and welcoming environment for all families. We do not discriminate based on race, gender, religion, cultural heritage, economic status, political beliefs, national origin, disability, marital status, or sexual orientation. Enrollment packets for the YMCA programs can be obtained from the Child Care Office. To secure a spot for your child, please complete the required registration forms and submit them along with the non-refundable registration fee and deposit before your child's first scheduled day of attendance.

At the time of enrollment to the program, the program will furnish parents with appropriate instructional materials that will assist them in evaluating the program, and its staff. In addition, the Registration packet will include:

- Parent Agreement
- Legal Statement
- Emergency Information (2 sided)
- Child Medical Report (2 sided)
- Authorization for Change in Pick-up Designee Form
- Parental consents for Emergency Medical Treatment

In addition, we require that parents read the parent handbook and sign a statement verifying that they understand and will adhere to the policies and procedures set forth by the YMCA programs. Please contact the Child Care Director with any questions or concerns within the handbook.

Enrollment Forms: To ensure the well-being of all children in our care, and to comply with state regulations, we have established the following enrollment requirements for children not yet enrolled in kindergarten or a higher grade:

Medical Statement Requirement:

- Prior to enrollment, it is mandatory for each child to provide a medical statement, signed by a health care provider, confirming that:
    - The child is able to participate in child care.
    - The child currently appears to be free from contagious or communicable diseases.
    - This statement must be completed within the 12 months preceding the child's intended date of enrollment.

Special Health Care Needs:

- If the medical statement identifies that a child has special health care needs, the statement must include details on any specific provisions required for the child's safe and effective participation in the day care setting.
- Upon receiving this information, our program will collaborate with the child's parents and health care provider to create a personalized health care plan for the child. This plan will:
    - Address the child's specific health care needs within the day care environment.
    - Outline any additional training or competencies required by our staff to ensure they are equipped to manage and support the child's health needs effectively.

Immunization Documentation:

- Documentation of immunizations received to date must be provided, adhering to New York State Public Health Law.
- If a child has not yet received required immunizations, parents must provide specific appointment dates for upcoming immunizations as per the legal requirements.

Lead Screening:

- We strive to obtain a copy of a lead screening certificate for each child under six years of age. If a parent does not possess one, our program will not exclude the child but will provide the parent with information on lead poisoning prevention and refer them to a health care provider or local health department for a lead blood screening test.

Registration Changes – Any change in registration information concerning you or your child must be made immediately through the YMCA Child Care office (i.e. changes in pickup authorization, address, work or home phone numbers, emergency contacts, etc.). Changes need director approval before being made official.

Confidentiality – All information contained in your child's file is confidential and cannot be released without written consent. Authorized representatives of OCFS have the right and responsibility to review all records upon request. All staff will be aware of the confidentiality expectation and held accountable for any breach in this expectation.

Pick-Up Authorization – The pick-up authorization section on the Emergency Information Form must be completed by the parent prior to the child's enrollment in the program. If a child is going to be picked up by someone other than an authorized person, the parent must notify the program staff within twenty-four hours utilizing the Authorization for Change in Pick-up Designee Form. Parents or designated persons picking up children must come into the building with a valid driver's license (if unknown to the staff) before taking the child. All persons authorized to pickup must be at least sixteen years of age. Please be aware that if staff suspect the pickup person of consuming alcohol/drugs you will be asked to have someone else pickup your child.

DISENROLLMENT POLICY

Parents are required to provide a two-week notice for disenrollment from the YMCA program. This notice allows the program to make necessary arrangements and ensures a smooth transition for the child. Failure to provide the required notice may result in additional fees or charges.

Additionally, the program reserves the right to disenroll a child under certain circumstances, including but not limited to:

1. Non-payment of Fees: Parents are expected to keep their accounts current. Failure to do so may result in disenrollment from the program.

2. Child Behavior: If a child consistently exhibits disruptive behavior that poses a risk to the safety or well-being of other children or staff, the program may initiate a disenrollment process. This decision will be made in consultation with the child's parents and documented incidents of behavior.

3. Parent Behavior: Parents are expected to adhere to the program's code of conduct and treat staff, other parents, and children with respect. Inappropriate behavior by a parent that disrupts the program's operation or compromises the safety of others may result in disenrollment.

4. Failure to Follow Program Policies: Continued failure to comply with program policies and procedures may lead to disenrollment. This includes but is not limited to failure to provide required documentation, failure to adhere to pick-up and drop-off procedures, or failure to communicate effectively with program staff.

In such cases, the program will provide written notice to the parent detailing the reasons for disenrollment and any applicable refund policies. The program's decision regarding disenrollment will be final.

We understand that transitions can be challenging for both children and families, and we are committed to supporting you throughout this process. If you have any questions or concerns about disenrollment, please do not hesitate to contact the program director or administrative staff.

DROP OFF AND PICK UP POLICY

At our programs, we prioritize safety, efficiency, and effective communication during drop off and pick up times. To

ensure a smooth process for parents and staff, we have established the following guidelines:

Drop Off Procedures:
1. Arrival Time: At the childcare program, parents should arrive prior to 9am to allow sufficient time for their child to transition into the program and have ample learning time. We will not allow drops offs later than 9 am unless notified prior.
2. Parking: Parents should park in designated parking areas and adhere to any parking regulations to maintain traffic flow and safety.
3. Personal Contact: Parents must personally escort their child into the classrooms and greet staff members. This allows staff members to communicate with parents and inform them of any updates or important information regarding their child or upcoming events.
4. Cell Phone Usage: For safety reasons and to facilitate effective communication, parents are kindly requested not to use their cell phones while dropping off their child. This ensures that parents remain attentive and engaged during the drop off process.

Pick Up Procedures:
1. Departure Time: Parents should arrive promptly prior to closing time to collect their child allowing time to speak to staff members about their child's day.
2. Personal Identification: Parents or authorized guardians must present valid identification to staff members during pick up to ensure the safety and security of each child.
3. Interaction with Staff: Parents should engage with staff members during pick up to receive updates on their child's day, discuss any concerns, and maintain open communication.
4. Cell Phone Usage: Similar to drop off procedures, parents are kindly requested not to use their cell phones while picking up their child to facilitate efficient communication and ensure attentiveness during the pick up process.

By adhering to these drop off and pick up procedures, parents contribute to the safety, organization, and positive atmosphere of our child care center. We appreciate your cooperation and support in implementing these guidelines for the benefit of all children and families in our care.

LATE PICK-UP

On certain occasions when a parent must be late, the YMCA programs have established these firm policies:

- Parents must call YMCA staff to let them know what time they will expect to arrive or to inform them of alternate transportation arrangements that have been made.
- If an hour late from the official closing time (6PM) and contact cannot be made to the child's parents or emergency contact people, a call will be placed to the Child Protective Services to report an abandoned child. Staff members will then follow instructions given by CPS as to what further arrangements are necessary. Parents will be informed to contact CPS for further instructions.

PAYMENTS

Child Care payments are due in advance of service in bi-weekly, monthly or full program installments.

Full Program; due at the time of registration
Monthly; due by the 1st of each month
Bi-Weekly; due by the 1st & 15th of each month

Services will not continue into the next month until balance is paid in full, unless other arrangements have been made with the Child Care Director.

All payments must be delivered or mailed to the:

Clifton Springs Area YMCA
5 Crane Street
Clifton Springs, NY 14432
Attn: Bob Sollenne

If checks are returned with insufficient funds, the bank-processing fee ($20) will be added to your account and the balance due must be paid by cash or money order thereafter.

TAX INFORMATION

The tax identification number for the YMCA is **16-6000962**. Year End statements are not automatically mailed to each home.
Please ask the Child Care Director for this statement early in the New Year.

ATTENDANCE

The YMCA programs request that if a child is to be absent from the program the parent must contact our staff. The parent will be contacted in the event that the child does not arrive at the YMCA on a scheduled day. If a child does not attend school on any particular day for any reason they may not attend the YMCA SACC program.

PARTICIPATION IN DAILY ACTIVITIES

At our center, we prioritize the safety, well-being, and active participation of all children in our care. To maintain a positive and inclusive environment, we have established the following policy regarding children's participation in daily activities:

1. Inclusive Environment: We are committed to providing an inclusive environment where all children can engage in age-appropriate activities to the best of their abilities. Our program activities are designed to promote physical, social, emotional, and cognitive development, fostering growth and learning for every child.

2. Health and Wellness: While we strive to accommodate the needs of all children, it is essential to ensure the health and safety of both individual children and the entire group. Therefore, children who are unable to participate in all daily activities due to illness, injury, or other health-related reasons may be temporarily excluded from the program until they can safely resume participation.

3. Level of Illness Accommodation: Our center aims to strike a balance between supporting children's participation and safeguarding their health and the health of others. We will accommodate minor illnesses or injuries that do not pose a risk to the child's well-being or the well-being of other children and staff. However, children with contagious illnesses or conditions that significantly limit their ability to participate in daily activities may be asked to stay home until they have recovered or received medical clearance to return.

4. Parental Communication: Parents/guardians are encouraged to communicate openly and promptly with program staff regarding any health concerns or limitations that may affect their child's participation. This includes providing information about any ongoing medical conditions, allergies, or special needs that may require accommodations or

modifications to daily activities.

5. Individualized Support: For children with chronic health conditions or disabilities, we are committed to providing individualized support and accommodations to facilitate their full participation in the program. This may include working collaboratively with parents/guardians, healthcare professionals, and other relevant stakeholders to develop and implement personalized care plans.

6. **Staff Training and Awareness:** Our staff members are trained to recognize signs of illness or discomfort in children and to respond appropriately to ensure their well-being. They receive regular training on health and safety protocols, including infection control measures and emergency procedures, to minimize the risk of illness transmission and promote a healthy environment for all.

By adhering to this Participation in Daily Activities Policy, we aim to create a supportive and inclusive environment where every child can thrive and actively engage in learning and play. We appreciate the cooperation and understanding of parents/guardians in helping us maintain the health and safety of all children in our care. If you have any questions or concerns about this policy, please feel free to discuss them with the program director or administrative staff.

CLOTHING

At the YMCA, we understand that children in our programs are active and engaged in a variety of activities throughout the day. Therefore, we encourage parents/guardians to ensure that their children are dressed appropriately to participate comfortably and safely in program activities. Our clothing policy is designed to promote comfort, practicality, and ease of maintenance for both children and caregivers. Here are some guidelines regarding children's clothing:

1. Comfortable Attire: Children should wear clothing that allows for freedom of movement and is comfortable to wear for extended periods. This may include items such as T-shirts, leggings, sweatpants, shorts, and athletic wear suitable for indoor and outdoor activities.

2. Practicality: Clothing choices should be practical for the activities planned during the program day. Parents/guardians are encouraged to consider the weather, planned activities, and any special events when selecting appropriate attire for their child. Layers are often recommended to accommodate temperature changes throughout the day.

3. Easy Maintenance: We understand that children may get messy or dirty during program activities, so clothing should be easy to clean and washable. Parents/guardians should avoid sending children in clothing that is overly delicate or requires special care, as this may limit their ability to fully participate in activities.

4. Footwear: Closed-toe shoes with non-slip soles are required for safety during active play and outdoor activities. Sandals, flip-flops, and shoes with heels are discouraged due to the risk of injury.

5. Personal Belongings: Parents/guardians are responsible for ensuring that their child's clothing is clearly labeled with their name to prevent mix-ups or loss. Additionally, children should bring a spare change of clothes in case of accidents or unexpected spills.

6. Weather Considerations: During colder months, children should dress warmly with layers, hats, gloves, and jackets as needed for outdoor play. In hot weather, lightweight and breathable clothing, along with sunscreen and hats, should be worn to protect against sun exposure.

By adhering to our Clothing Policy, parents/guardians can help ensure that their child is prepared for a day of fun, learning, and adventure at the YMCA. We appreciate your cooperation in following these guidelines to support the comfort and well-being of all children in our care. If you have any questions or need further assistance, please don't

hesitate to contact our program staff for assistance.

Outdoor Play – Children will have the opportunity to go outside whenever weather permits. During spring, summer, and fall weather, children will have the opportunity to play outside. During winter weather, children will have the opportunity to play outside as long as they have the required clothing (coat, snow pants [or change of pants], gloves or mittens, hat, and boots to go outside). These parks are owned and maintained by the Village of Clifton Springs or the School District.

INDOOR/OUTDOOR SUPERVISION

OCFS Ratios

Age of Children	Min. # of Staff per child	Max
3 years	1:7	18
4 years	1:8	21
5 year	1:9	24
Through 9 Years	1:10	20
10 Years - 12 Years	1:15	30
OUT OF MAIN BUILDING	1:10	

Staff/children ratios and group sizes permit the staff to meet needs of children and youth.

- Staff/child ratios vary according to the ages and abilities of children.
- When preschool children ages three years to five years are cared for in one group throughout the day, the teacher to child ratio and maximum group size applicable to the age of the majority of children must be followed.
- Substitute staff will be used to maintain ratios when regular staff are absent.

Children and youth are supervised at all times.

- Children's arrival/ departure is supervised.
- Child daily attendance records.
- Staff to child ratio is maintained throughout the duration of the program.
- Staff will plan for different levels of supervision according to the level of risk involved in the activity.

WHAT TO BRING (AND WHAT NOT TO)

There are some items students are asked to bring each day. These items are a nonperishable lunch, water bottle, and a good attitude. All students should wear athletic shoes (or keep a pair in his or her backpack). YMCA childcare involves physical activities, wearing appropriate shoes is very important for safety reasons.

Please be sure that your children do not bring electronic devices, (cell phones, MP3 players, video gaming devices, etc.), dueling/trading cards, shoes with wheels, or other toys or belongings that are not necessary to have..

NUTRITION

At YMCA Clifton Springs, we recognize the importance of providing nutritious meals and snacks to support the health and well-being of the children in our care. Our nutrition policy is designed to ensure that children receive well-rounded, healthy meals that meet federal food guidelines while also promoting family involvement and emphasizing food safety practices.

Meal and Snack Requirements:

1. Parental Responsibility: Parents will be responsible for providing lunch for their child each day, following federal food guidelines to ensure balanced nutrition.

2. Well-Balanced Meals: Parents are encouraged to include a variety of foods from different food groups in their child's meals and snacks, such as fruits, vegetables, whole grains, lean proteins, and dairy products.

3. Allergen Awareness: Parents will inform the child care center of any food allergies or dietary restrictions their child may have to ensure safe and appropriate meal planning. The YMCA reserves the discretion to restrict certain food items from being brought into the facility based on student allergens. As new students with allergies enroll, parents will be promptly informed of the specific food items that will not be permitted. Additionally, please note that due to the severity of peanut allergies, we maintain a **peanut-free facility.**
***Required OCFS/DCC allergy paperwork must be completed and approved prior to your child starting at the program.**

Use of Food Service Area:

1. Preparation and Storage: The food service area at YMCA Clifton Springs will be used solely for the preparation and storage of meals and snacks brought in by families. Staff members will not prepare or provide any food items.

2. Sanitation Guidelines: All food preparation and storage areas will be kept clean and sanitized according to established guidelines. Staff members will regularly clean and disinfect food preparation surfaces, utensils, and equipment to prevent contamination.

3. Temperature Control: Parents are reminded to pack meals and snacks in insulated containers with ice packs to maintain proper temperature control and prevent foodborne illness.

Food Safety Guidelines:

1. Handwashing: Parents and children are encouraged to wash their hands with soap and water before and after handling food items to prevent the spread of germs.

2. Proper Food Handling: Parents will ensure that food items are stored and transported in clean, sealed containers to prevent spoilage and contamination.

3. Labeling: All food items brought into the childcare center must be clearly labeled with the child's name and date to ensure proper identification and prevent mix-ups.

4. Expiration Dates: Parents will check expiration dates on food items and discard any expired or spoiled items before packing meals and snacks for their child.

5. Allergen Separation: Parents will take precautions to avoid cross-contamination of allergens by packing allergen-free foods separately from other food items.

Communication:

1. Parent Education: Parents will receive information and resources on nutrition and healthy eating habits to support them in providing nutritious meals and snacks for their child.

2. Collaboration: YMCA Clifton Springs staff will work collaboratively with parents to address any concerns or questions related to nutrition and food safety.

By implementing these nutrition policies and guidelines, YMCA Clifton Springs is committed to promoting the health and well-being of all children in our care through nutritious and safe meal practices.

TRANSPORTATION PLAN

This transportation plan is designed to promote the safety of children and inform families of regulatory requirements regarding transportation. At YMCA Clifton Springs Childcare Center, transportation of children will only occur during field trips or in case of medical emergencies.

Each child will have a signed agreement from the parent to transport them in case of an emergency, and each child will have a signed permission slip for every field trip. The YMCA rents all transportation vehicles directly from the school district. We rely on the school district's assurance that these vehicles comply with all applicable state guidelines and safety regulations.

Transportation Policies:

1. **Written Consent:** The program will obtain written consent from the parent(s) for any transportation of their child provided for or arranged by a caregiver. Transportation policy and written parental consent will be kept on file at the program, and parents will be given a copy.
2. **Supervision:** A child will never be left unattended in any motor vehicle or other form of transportation.
3. **Boarding/Leaving Vehicle:** Every child will board or leave a vehicle from the curb side of the street.
4. **Safety Seats/Belts:** Each child will be secured in safety seats or safety belts as required by law. .
5. **Driver Requirements:** Drivers will be 18 years of age or older and hold a current valid license to drive the class of vehicle they are operating. All vehicles used to transport children must have a current registration and inspection sticker.
6. **Communication:** The use of cell phones or any other electronic device during transport, including hand-free devices, is prohibited. Necessary calls will be made once the vehicle is parked in a legally permitted position off the road.
7. **Display of Schedules:** Daily transportation schedules will be displayed at the front desk
8. **Ratio Adherence:** During the transport of children, the program will adhere to the required ratio of caregivers to children at all times as determined by regulations.
9. **Release Procedures:** When a child is released from the program, the program will verify that the individual approved by the parent(s) to receive the child is present at the designated drop-off location. If the approved person is not present as planned, the parent(s) will be contacted immediately by the program.
10. **Parent Information:** Parents will be able to check the posted daily transportation schedule regarding transportation arrangements for each day a child is in care.

By adhering to these transportation policies, YMCA Clifton Springs is committed to ensuring the safety and well-being of all children under our care during transportation activities.

BEHAVIOR MANAGEMENT

This behavior management plan outlines the principles and techniques that YMCA Clifton Springs employs to ensure a safe, nurturing, and positive environment for all children enrolled in our program.

General Guidelines:

1. A child may only be disciplined by authorized staff members including the director, group teacher, assistant teacher, provider, substitute, and/or assistant.
2. Discipline will be applied consistently and appropriately based on the ages, developmental levels, and abilities of the children.
3. All discipline measures will directly relate to the child's actions and will be addressed without prolonged delay.
4. Children may be briefly separated from the group only to regain self-control, with constant supervision and support from authorized staff members.
5. Corporal punishment, physical restraint, isolation, and the withholding or using of food, rest, or sleep as punishment are strictly prohibited.
6. Methods of discipline or interaction that frighten, demean, or humiliate a child are not permitted.
7. Any form of abuse or maltreatment of a child, whether as an incident of discipline or otherwise, is absolutely prohibited.

Acceptable Child Guidance Techniques:

- **Redirect:** Provide an alternate toy or activity to resolve conflicts.
- **Focus on "Do" rather than "Don't":** Encourage positive behaviors by emphasizing what children should do.
- **Offer Choices:** Give children options to empower them and promote decision-making skills.
- **Encourage Verbal Expression**: Teach children to use friendly words to communicate their needs and feelings.
- **Praise Positive Behavior**: Acknowledge and reinforce desirable behaviors with verbal praise.
- **Model Desired Behaviors:** Demonstrate appropriate behaviors for children to emulate.
- **Space Arrangement:** Arrange the program space to positively influence children's behavior and prevent conflicts.
- **Proactive Listening:** Listen to children and address their needs to prevent disruptive behaviors.

- **Involvement in Rule Development**: Involve preschool and school-age children in the development of classroom rules and consequences.

Additional Techniques:

- **Positive Reinforcement:** Emphasize positive reinforcement techniques such as stickers, certificates, or verbal praise to recognize and reinforce desirable behaviors.
- **Conflict Resolution Skills:** Teach children age-appropriate conflict resolution skills, such as using "I" statements, taking turns, and sharing, to foster positive social interactions and problem-solving abilities.
- **Visual Cues**: Utilize visual cues and reminders, such as pictures or charts, to reinforce behavioral expectations and help children understand rules and routines.
- **Sensory Tools:** Incorporate sensory tools, such as stress balls, fidget toys, or calming sensory bins, to provide children with alternative ways to manage emotions and self-regulate.
- **Peer Mediation:** Encourage peer mediation and problem-solving skills by facilitating discussions and role-playing scenarios where children can practice resolving conflicts peacefully with guidance from staff members.
- **Mindfulness Practices:** Introduce mindfulness activities, such as deep breathing exercises or guided relaxation techniques, to help children develop self-awareness, emotional regulation, and stress management skills.
- **Social-Emotional Learning Curriculum:** Implement a structured social-emotional learning (SEL) curriculum or activities designed to promote empathy, self-awareness, and positive relationships among children, fostering a supportive and inclusive environment.
- **Parent/Guardian Collaboration**: Foster open communication and collaboration with parents/guardians by sharing information about behavior management strategies used in the program and seeking input on individualized approaches to support each child's unique needs.
- **Continuous Professional Developmen**t: Provide ongoing training and professional development opportunities for staff members to enhance their knowledge and skills in behavior management techniques, child development, and positive discipline strategies.

These additional techniques complement our existing behavior management approach and contribute to creating a supportive, nurturing, and inclusive environment where all children can thrive.

When Behavior Management Techniques are Ineffective:
In instances where standard behavior management techniques prove ineffective in addressing severe or persistent behavioral issues, alternative measures may be necessary to ensure the safety and well-being of all children and staff. In such cases, the following actions may be taken:

1. **Immediate Intervention:** Staff members reserve the right to intervene immediately in the event of behavior that poses an immediate threat to the safety of the child, other children, or staff members, without following the typical steps of behavior correction.
2. **Parental Involvement:** Parents or guardians may be required to provide third-party support staff or specialists, such as behavioral therapists or counselors, to assist in managing and addressing their child's behavioral challenges effectively.
3. **Permanent Removal:** Certain behaviors, such as violence, aggression, or destruction of property, may warrant immediate removal from the program. The YMCA reserves the right to permanently expel a child from the program if their behavior poses a significant risk to the safety and well-being of others, despite attempts at intervention and support.

It is essential for parents/guardians to understand that while the YMCA strives to provide a supportive and inclusive environment for all children, there are instances where certain behaviors may require interventions beyond the scope of our staff's expertise or capability. In such cases, the YMCA may request the involvement of external professionals or, in extreme cases, implement disciplinary measures, including expulsion from the program, to ensure the safety of all participants. We appreciate parents/guardians' cooperation and understanding in such matters as we prioritize the safety and well-being of all children and staff members in our care.

This policy will be incorporated into the YMCA Clifton Springs Behavior Management Plan and communicated to all staff and parents/guardians of enrolled children for their awareness and understanding.

By submitting this plan, YMCA Clifton Springs commits to implementing and adhering to these behavior management guidelines. We will educate all staff members on this plan upon employment and as needed. Copies of this plan will be provided to all staff and parents of enrolled children.

ILLNESS:

In the event that a child displays signs of illness while under our care, the following steps will be taken to ensure the safety and well-being of all participants:

1. Notification of Parent/Guardian: The parent/guardian or an authorized person will be promptly notified to pick up the child from our facility.

2. Communication with Parents/Guardians: A letter will be distributed to all remaining children's parents/guardians to inform them of the potential illness and advise them to monitor their child for any signs or symptoms.

3. Isolation Protocol: While awaiting pickup, the ill child will be isolated in a designated area within the Palace or YMCA office, away from other children. They will be under the direct supervision of the Child Care Director to ensure their comfort and safety.

4. Importance of Healthy Environment: We emphasize the importance of maintaining a healthy environment within our childcare facility. Bringing an unwell child to the program not only jeopardizes their own health but also poses a risk to the health of other children and staff.

5. Return to Program: In cases where treatment requires medication, children must remain symptom-free for a minimum of 24 hours without the aid of medication before they can safely return to the program.

By adhering to these guidelines, we aim to minimize the spread of illness and promote the well-being of all children and staff in our care. We appreciate your cooperation and understanding in prioritizing the health and safety of our community.

MEDICATION POLICY

In accordance with regulations effective as of April 2004, YMCA staff are unable to administer prescribed or non-prescribed medication to any child. We strongly advise parents/guardians to administer any necessary medication to their child before attending the program.

Should a child require medication during program hours, it is imperative that the parent/guardian personally come in to administer the medication. Additionally, they must complete both the "Letter of Consent" and the "Medication Log" for each child requiring medication.

Furthermore, for the safety and well-being of all children and staff, we require that children who are currently being administered fever-reducing medication or exhibit contagious symptoms refrain from attending the program until they are no longer contagious.

This policy ensures the safety and well-being of all children under our care while adhering to regulatory standards. We appreciate your cooperation in maintaining a healthy environment for all participants.

ACCIDENT AND INCIDENT NOTIFICATION

In the event of an accident, serious incident, or injury involving a child enrolled in the YMCA program, parents will be notified promptly and effectively according to the following procedures:

1. Immediate Response: Upon discovery of an accident, serious incident, or injury involving a child, YMCA staff will provide immediate assistance and first aid as necessary. The safety and well-being of the child will be the primary concern.

2. Notification Process: Parents will be notified of the accident, serious incident, or injury as soon as reasonably possible after the incident occurs. Notification will typically occur via phone call to the primary contact number

provided by the parent during enrollment. In case of small minor injured, parent will be notified by incident report at the time of pickup.

3. Detailed Information: YMCA staff will provide parents with detailed information regarding the nature of the accident, incident, or injury, including the time, location, and circumstances surrounding the event. Any immediate actions taken by staff to address the situation will also be communicated.

4. Follow-up Communication: Following the initial notification, YMCA staff will follow up with parents to provide any additional updates on the child's condition, if applicable. This may include information on any medical treatment provided, recommendations for further care, or changes to the child's participation in program activities.

5. Written Documentation: A written incident report will be completed by YMCA staff detailing the accident, incident, or injury, including any actions taken and any witnesses present. This report will be provided to the parents upon request and may also be used for internal review and documentation purposes.

6. Emergency Situations: In the case of a serious emergency requiring immediate medical attention or transport to a medical facility, emergency services will be contacted, and parents will be notified as soon as possible. YMCA staff will accompany the child to the medical facility and provide support to the child and family as needed.

7. Confidentiality:Alll communication regarding accidents, incidents, and injuries will be conducted with sensitivity and confidentiality, respecting the privacy of the child and family involved. Information will be shared only with authorized individuals directly involved in the child's care and with parental consent, as necessary.

By adhering to this Accident and Incident Notification Policy, the YMCA aims to ensure transparency, communication, and the well-being of all children enrolled in our programs. If you have any questions or concerns about accident notification procedures, please do not hesitate to contact the program director or administrative staff.

EMERGENCY EVACUATION PROCEDURES

Procedures for an emergency evacuation are as follows:

1. Staff will escort the children out of the closet exit, depending on the location of the fire, while a verbal and visual count of all children is done before leaving the building.

2. Staff and participants will meet at the 10 Crane Street (YMCA Facility), or the Back field (Midlakes Intermediate School).

3. Place children with buddies in a line and take another verbal count of children.

4. The Child Care Director, Director’s Sub or CEO will go to each group for child count verification.

5. Staff will remain with the group and reassure the children that they are safe.

6. The Child Care Director, Director’s Sub or CEO will notify all parents of the emergency evacuation.

7. The group will wait for further instruction from the Emergency personnel for emergency clearance.

8. If no clearance is given the group will relocate to the YMCA Building or the Library (YMCA Facility), Midlakes Middle or High School (Midlakes Intermediate School).

Staff members are reminded to:

- Remain calm
- Take the emergency evacuation blue binder & attendance clipboard
- Count children before leaving the building
- Leave the building
- Assemble at designated site and take attendance

EMERGENCY PLAN REVIEW

As part of our commitment to ensuring the safety and well-being of all children in our program, we ask that parents review our Emergency Plan. This plan outlines procedures to be followed in the event of various emergencies, including natural disasters, medical emergencies, and other critical incidents. The safety of your child is our top priority, and we encourage you to familiarize yourself with our Emergency Plan, which is available for your review at any time. Your understanding and cooperation are greatly appreciated as we work together to maintain a safe environment for all children in our care.

CHILD ABUSE

This plan outlines specific procedures to ensure the safety of a child who is reported to the Statewide Central Register of Child Abuse and Maltreatment (SCR), as well as other children in our care, immediately upon notification of a SCR report.

Immediate Actions Upon SCR Report:

1. Protection from Further Harm: Upon notification of a SCR report, we will take immediate steps to ensure the safety and well-being of the child reported, as well as all children in our program.

2. Medical Attention: If deemed necessary, we will promptly seek medical attention for the child reported to SCR, following established protocols and procedures.

Actions Regarding Involved Personnel:

Upon receipt of a SCR report involving any staff, volunteer, or other person associated with our program, we may take one or more of the following actions:

- Dismissal, Suspension, or Transfer: Depending on the severity and nature of the report, we may dismiss, suspend, or transfer the individual implicated in the SCR report.
- Increased Supervision: We may implement increased supervision over the individual implicated in the report to ensure the safety of all children in our care.
- Instruction and Remedial Counseling: For less severe cases, we may provide instruction and/or remedial counseling to the individual involved, with the goal of preventing future incidents of child abuse or maltreatment.
- Disciplinary Action and Training: We will take appropriate disciplinary action and provide necessary training to staff and volunteers to prevent and address instances of child abuse and maltreatment within our program.

Additional Procedures:

1. Staff Training: All staff members will undergo comprehensive training on recognizing and reporting child abuse and maltreatment as mandated reporters. This training will be provided during orientation and regularly throughout the year to ensure all staff are knowledgeable and up-to-date on relevant protocols and procedures.
2. Parent Education: Parents will be informed about our commitment to child safety and the procedures we have in place to address reports of child abuse and maltreatment. Informational sessions and materials will be provided to parents to raise awareness and encourage open communication.
3. Documentation and Reporting: All incidents or suspicions of child abuse or maltreatment, including SCR reports, will be documented thoroughly and reported to the appropriate authorities in a timely manner. Documentation will include detailed descriptions of the incident, actions taken, and any follow-up measures implemented.
4. Internal Review Process: In addition to external reporting requirements, we will conduct internal reviews whenever there is a reason to know that an internal or external report of alleged or suspected maltreatment has been made. These reviews will be overseen by designated staff members and will ensure compliance with all applicable regulations and protocols.
5. Support Services: In cases where child abuse or maltreatment is confirmed or suspected, we will provide support services to affected children and their families, including referrals to counseling, advocacy services, and other community resources as needed.
6. Continuous Improvement: We are committed to continuously reviewing and updating our policies and procedures related to child abuse and maltreatment safety to ensure they remain effective and aligned with best practices and regulatory standards.

By implementing these additional procedures, YMCA Clifton Springs Childcare Center aims to create a safe and supportive environment for all children in our care and to respond effectively to any reports of child abuse or maltreatment.

VISITORS

Welcome to YMCA Clifton Springs! We value the safety and security of our facility and are committed to ensuring a positive experience for all visitors. Our Visitor Monitoring and Control Policy outlines procedures to maintain security while accommodating visitors. The YMCA programs encourage parents to visit at anytime. Please keep in mine this is not the process for regular drop off and pick up.

Visitor Registration:

Registration Requirement: All visitors must register at the front desk upon arrival, providing their name, purpose of visit, and expected duration.

Identification: Valid ID may be required and verified by YMCA staff.

Access Pass: Visitors receive a temporary pass or badge, to be worn visibly while on premises.

Visitor Supervision:

Escort Requirement: Visitors must be accompanied by YMCA staff unless attending a scheduled program.

Staff Monitoring: YMCA staff oversee visitor activities and adherence to facility rules.

Visitor Access Restrictions:

Restricted Areas: Some areas are off-limits or require supervision, such as staff-only zones.

Special Events: Visitors follow specific guidelines for events or programs.

Visitor Identification:

Verification Process: Suspicious identifications may prompt further verification.

Entry Denial: The YMCA may refuse entry to non-compliant or questionable visitors.

Visitor Exit Procedures:

Return Pass: Visitors return their access pass upon departure.

Record Keeping: Registration and departure times are recorded for security.

Staff Policy:

Work Focus: Staff prioritize duties and avoid personal visitors during work hours.

Emergency Situations:

Evacuation: Visitors follow staff instructions during emergencies.

Communication: Emergency procedures are communicated to visitors as needed.

Policy Enforcement:

Compliance: All visitors must adhere to the policy.

Disciplinary Action: Violations may lead to denial of future access.

Visitor control procedures.

- Each day care center shall require any and all visitors to the facility to:
- Sign in upon entry to the premises;
- Indicate in writing the date of the visit and the time of entry to the facility;
- Clearly state in writing the purpose of the visit; and
- Sign out upon departure from the facility indicating in writing the time of departure.
- Each day care center shall establish written rules and policies as are necessary to provide for monitoring and control of visitors to protect the health, safety and welfare of children in care.

Review and Revision:

This policy is regularly updated to reflect changes and communicated to staff and visitors.

We appreciate your cooperation in maintaining a safe and welcoming environment at YMCA Clifton Springs.

SNACKS & BEVERAGES

The YMCA program will ensure that a healthy snack is provided for children on a timely basis each day.

Staff will ensure that children thoroughly cleanse their hands with soap and running water when they are dirty, after toileting, before and after food handling and after contact with any bodily secretion or fluids.

Fruits and or vegetables will be served daily. No fried foods will be served.

Program follows the USDA CACFP Guidelines for serving sizes.

Snacks are served in a family-style environment. The family-style environment helps enhance self-help skills along with social skills. Children will be reminded to take one serving. Children may take more than one serving if they have finished their first serving.

All children should bring a nutritious lunch with them during our Vacation Fun Club, Half Day and School's Out Summer programs. In the effort to support the well-being of each child, we are encouraging parents not to pack fried-foods and foods high in sugar or saturated fats. For some ideas on what to pack visit http://www.webmd.com/food-recipes/features/wondering-what-to-pack-for-school-lunches.

The YMCA will provide refrigeration for youth to store their lunches.

Water is always available throughout the day.

Program does not serve sugar sweetened beverages only 1% milk or water with snacks.

All sugar sweetened beverages, such as sodas, juices or energy drinks should not be consumed during YMCA programs.

SCREEN TIME

Our program encourages children to be social and work on relationship building. This can be a challenge to achieve with the use of electronics (video games, iPods, cell phones, etc.). We ask for your assistance and leave these devices at home. We understand that children may need to use the computer for homework help. YMCA staff will monitor their usage to no more than 30 minutes a day. Computer time is designated for educational purposes only.

Tablets provided by the YMCA may be used for educational purposes under staff supervision only.

HOLIDAYS AND PROGRAM CLOSURE NOTIFICATION

At YMCA Clifton Springs, we strive to keep parents informed about program closures to ensure proper planning and coordination. Our program closure notification policy outlines the days when the program will be closed and the criteria for determining closures on other days.

Scheduled Closure Days:

The YMCA Programs will be closed on the following days:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Eve
7. Christmas Day

Minimum Participant Criteria:

For days not listed above, program closures will be determined based on reaching a minimum number of participants required to provide services.

Notification Process:

Parents will be notified of program closures via the following methods:

1. Email: Notification emails will be sent to parents in advance of scheduled closure days and any additional closure days determined by the minimum participant criteria.

2. Online Announcement: Closure information will be posted on the YMCA Clifton Springs website or social media channels for reference.

3. Written Notice: Written notices may be distributed to parents through the program communication channels.

We understand the importance of planning and appreciate your cooperation and understanding regarding program closures. If you have any questions or concerns, please feel free to contact us.

EMERGENCY CLOSURE

In the event of unforeseen circumstances or emergencies, such as inclement weather, power outages, or other safety concerns, the YMCA Programs may need to close unexpectedly. Parents will be promptly notified of emergency closures via the following methods:

1. Text Message or Phone Call: Parents will receive text messages or phone calls to inform them of emergency closures and provide further instructions.

2. Email: Notification emails will be sent to parents with details about the closure and any additional information they need to know.

3. Website and Social Media: Closure information will be posted on the YMCA Clifton Springs website and social media channels to keep parents informed.

We prioritize the safety and well-being of all participants, and we appreciate your understanding and cooperation during emergency closures. If you have any questions or concerns, please do not hesitate to reach out to us.

PARENT HANDBOOK ACKNOWLEDGEMENT

I/We have read the Parent Handbook, understanding all contents, and will adhere to the policies and procedures set forth by the YMCA Child Care programs.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Date received: _____/_____/_____