

the **Y** INFORMATION FOR PARENTS

1. The Waldo County YMCA has a philosophy of zero tolerance for abuse.
2. We welcome parents to observe the programs at any time without prior notice.
3. There are at least two staff with kids at all times. The Waldo County YMCA follows state guidelines for child-to-staff ratio.
4. Open communication is encouraged between parents, staff and volunteers.
5. Redirection is used with children who are struggling with conflicts with peers.
6. Appropriate language is expected at all times from children and staff. All comments made by the staff will be acceptable and appropriate.
7. The YMCA has a policy, which states staff will not provide childcare services outside of the YMCA if it is not directly related to a YMCA event.
8. The name and phone number of the Executive Director and Childcare Director will be provided for parents who have concerns, complaints or positive feedback. Prompt feedback and action will be taken to resolve issues.
9. All staff are provided with information regarding child abuse prevention and detection. All staff are considered mandated reporters.
10. Procedures for handling emergencies are reviewed and available to all staff in an Emergency Procedure Manual.

<u>Waldo County YMCA</u>	<u>Waldo County YMCA</u>
<p>The YMCA wants all children to be safe. As a parent, you can help to insure the safety of your child by taking a few minutes every so often to ask your child some simple questions.</p> <ul style="list-style-type: none"> • Is anyone touching you in a way that you don't like? • Has anyone said anything to you that made you feel bad? • Is anyone asking you to keep secrets? • Is anyone scaring or threatening you? 	<p>If you have any concern about how your child is being treated in any YMCA sponsored program, please call the number below and ask to speak to:</p> <p style="text-align: center;">Dale Cross, Executive Director or Beth Corey, Childcare Director</p> <p style="text-align: center;">338-4598</p>

Waldo County YMCA

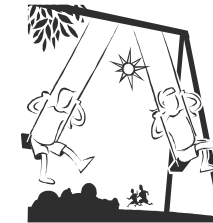
157 Lincolnville Avenue • Belfast, Maine 04915 • 207-338-4598

www.waldocountnymca.org



CHILD CARE

Before & After School Parent Handbook



We build strong kids, strong families,
strong communities.

It's a great place to belong!

www.waldocountnymca.org



Mission Statement

It is the mission of the Waldo County YMCA to promote the physical, mental, social, and spiritual development of Waldo County children and families.

the **BEFORE & AFTER SCHOOL CARE**

Thank you for showing interest in our childcare program. Please be sure to read all information very carefully. The policies and procedures in the parent handbook are strictly adhered to. The handbook is yours to keep. Enrollment papers must be filled out entirely and returned. If you have any questions, please feel free to contact Beth Corey, Childcare Director at 338-4598.

Our childcare program is very popular and well attended. Thank you for joining us and making the YMCA a positive experience for your child. Many times we have prolonged waiting lists. To ensure your child's place and to continue providing programs in the most effective manner, we will require pre-payment for the upcoming week. Payment will be due BEFORE the week begins. An Electronic Fund Transfer (EFT) will be available as an option for payment.

Variations to the regular weekly payment occur only under the following circumstances: school vacation weeks. ONLY December, February and April vacation weeks will be prorated. If your child does not attend, you will not be required to pay for those days. On all other weeks, parents will pay their usual weekly flat rate fee. There will be an additional charge for Holidays, snow days (see fees above) and in-service days. There will be no additional charge for early release days. There will be no credits issued for snow days, early release days or in-service days if they are not used..

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We have some great after-school clubs for the kids, including:

Motiv8ed 2-Move Fitness Club offers circuit training and cardio kickboxing classes from our trained fitness instructors.

Cooking Club helps children learn how to prepare new dishes that they can share with their families and how to clean up in the kitchen after the cooking is done! They have made many healthy snacks.

Passport Pals gives the kids a chance to learn about many different countries. We have guest speakers from our area come in and share their experiences from around the world. We also make snacks, play games, do arts & crafts and learn new songs from the country were learning about each month.

Jewelry Club uses your creativity to make bead necklaces, bracelets and earrings.

Drawing Club Dan makes drawing fun.

Swimming with Cody has kids split into two groups: grades K-2 and grades 3-5, in order to play age appropriate games. We also enjoy free swim time.

Penpal Club encourages our kids to write to children in other afterschool programs in the United States.

*Motiv8ed
2-Move!*

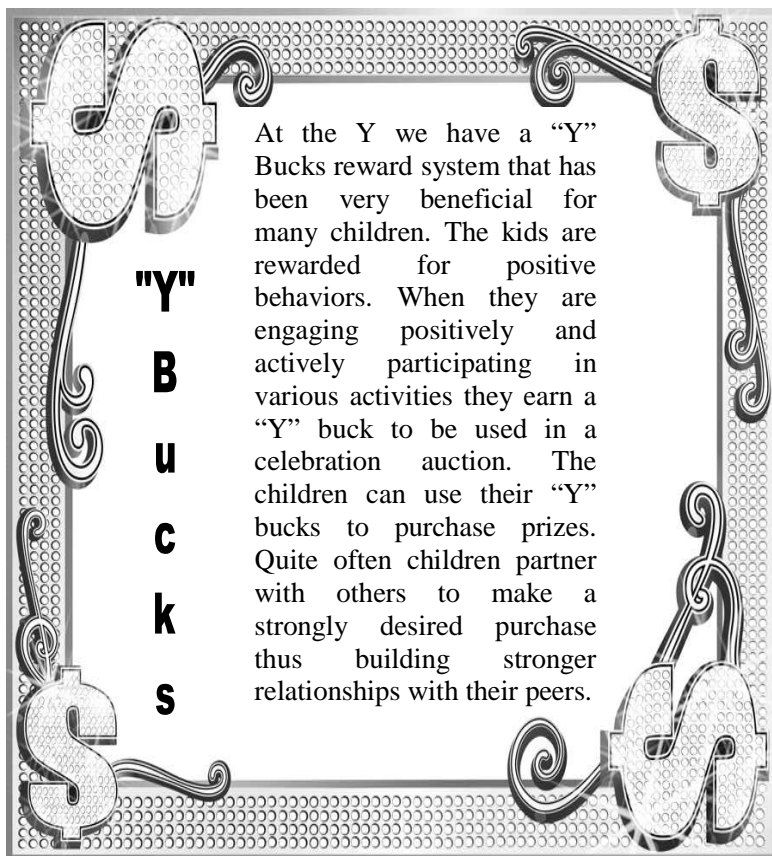
Waldo County YMCA  After-Care Kids

Exercise is Fun!

We Rock!

DISCIPLINARY POLICY:

1. Verbal warning.
2. Time out from current activity.
3. Behavior Contract: A behavior contract may be drawn up between a staff member and the child. This contract allows the staff member and the child to discuss the behavior and put into writing what the child will do to improve the behavior.) The parent will be given a copy of this contract and will be asked to sign and return it to the Childcare Director the next time the child comes to the YMCA.
4. Suspension: If the behavior continues, we will ask that the child take some time off from the YMCA childcare program. This will be discussed with the parents and if upon returning, the behavior is not improved the child will be dismissed from the YMCA program, effective immediately.



At the Y we have a “Y” Bucks reward system that has been very beneficial for many children. The kids are rewarded for positive behaviors. When they are engaging positively and actively participating in various activities they earn a “Y” buck to be used in a celebration auction. The children can use their “Y” bucks to purchase prizes. Quite often children partner with others to make a strongly desired purchase thus building stronger relationships with their peers.

the Y CARE FOR GRADES K - 5

**THIS PROGRAM RUNS FROM
SEPTEMBER – LAST DAY OF SCHOOL IN JUNE.**

**A \$35.00 non-refundable registration fee
is due at the time of childcare registration.**

BEFORE SCHOOL CARE: We will provide a fun morning for your children before sending them off to school. Crafts, games and gym activities are some of the things offered throughout the week. Our staff will make sure that your child gets safely off to school via the school bus. ***Openings are for full week only. Late Fees \$1.00 per minute for late parents.***

Time: 7:00 a.m. - 8:30 a.m.

Cost: \$30.00 Annual Member / \$45.00 3-Month & Non-Member

AFTER SCHOOL CARE: The children will have the opportunity to get their energy out after a long day at school and socialize with friends as they choose from a variety of activities. We also provide a space where quiet activities such as homework or reading may be done. ***Openings are for full week only.***

Time: 3:30 p.m. - 6:00 p.m.

Cost: \$50.00 Annual Member / \$65.00 3-Month & Non-Member

VACATION CARE: We offer care during school vacation weeks. Children should bring a cold lunch, snacks, drinks and appropriate footwear for the gym and outside. A schedule of events will be available prior to vacation weeks and any extra fees for special trips or activities will be added. ***Openings are for multi-day options.***

Time: 7:00 a.m. - 6:00 p.m.

Cost:

1 day	\$ 25.00 Annual Member	\$ 30.00 3-Month & Non-Member
2 days	\$ 45.00 Annual Member	\$ 50.00 3-Month & Non-Member
3 days	\$ 65.00 Annual Member	\$ 70.00 3-Month & Non-Member
4 days	\$ 85.00 Annual Member	\$ 90.00 3-Month & Non-Member
5 days	\$100.00 Annual Member	\$115.00 3-Month & Non-Member

SNOW DAYS: We offer care when school is called off due to inclement weather. Full payment is due upon dropping your child off for care in the morning. If the weather is very severe, this program may not be available that day or may close earlier than usual.

Time: 7:30 a.m. - 6:00 p.m.

SICKNESS: In order to protect the health of your child and other children, the childcare program adheres to the listed guidelines. When a child is too sick or contagious, he/she SHOULD NOT be brought to the Y Childcare program. If at any time the Childcare Director or another staff member feels that a child is too sick or contagious, he/she will not be allowed into the Y Childcare program. If the child becomes ill during the day, it will be the responsibility of the parent(s) to remove the child within ONE HOUR of notification.

GUIDELINES: *These are reasons why we would send your child home and/or why you should keep your child home:*

1. An oral temperature of 101 degrees or higher. The temperature needs to be gone for 24 hours before the child can return.
2. Conjunctivitis. The eye is generally red with burning and thick yellow drainage. The child needs to be on antibiotics for 24 hours before he/she can return.
3. Coughs producing phlegm and mucus with a slight temperature elevation.
4. Any rashes that cannot be identified or that have not been seen by a physician.
5. Frequent diarrhea, watery and explosive bowel movements and vomiting, other than common spitting up, needs to be gone for least 24 hours before the child can return.
6. Contagious disease (measles, mumps, roseola, strep throat, scarlet fever, chicken pox etc.). The child MUST be kept home, returning only with written verification from the doctor that the child is no longer contagious.
7. If the doctor places your child on an antibiotic, the child must not be brought to Y Childcare until he/she has been on the medication for at least 24 hours by mouth.
8. If children are found to have lice or nits, the child will be excluded from Y Childcare until they are found to be lice/nit free. They will be checked for the following 30-days after the lice have been discovered for precautionary reasons.

***ALL MEDICATIONS MUST BE IN THEIR ORIGINAL CONTAINER.
NO EXCEPTIONS WILL BE MADE.***

In addition, a child who is not well enough to participate in ALL of our daily activities should not attend Y Childcare. Our staffing is limited and we are not able to isolate themselves with just one child for an extended period of time due to sickness.

BEHAVIOR POLICY: The program depends on the cooperation of many parties including the child(ren), parent(s) and staff. When a child is enrolled in Y Childcare, the communication and the cooperation of all parties is vital to the success of the program and the child's experience there.

We want your child to have a safe, secure and enjoyable time when attending Y Childcare. In order for this to be accomplished, some basic rules with your child must be followed. To facilitate this request, we ask that you go over these ground rules with your child before she/he attends the program. We will also go over them with your child again during the first week of Y Childcare.

We ask that all children:

1. Show respect for all others in Y Childcare. There will be no fighting teasing, name calling or swearing.
2. Respect the equipment and materials that belong to Y Childcare.
3. Remain in view of the staff at all times. Children must obtain a pass from a staff member before leaving the room for any reason!
4. Respect the things that belong to other children. Items left out on the table, for example, may belong to someone else who has only left them temporarily. Therefore, children are expected to ask before touching any item that does not belong to them. This rule applies to board games, backpacks, school bags, art materials and personal belongings.
5. Refrain from trading of personal items. We ask that toys from home remain at home. It is hard to keep track of personal items and to explain to other children why they cannot play with that item since we do not encourage sharing of this nature.
6. Follow the daily schedule respectfully and without argument.
7. Clean up their area at the end of the day.
8. Walk indoors and speak with an indoor voice. "Outdoor" voices and running feet will be saved for outdoors.

There are other rules that pertain to each of the different areas we may be using on any given day. These rules will be covered with your child during the first week of Y Childcare.