

# WALDO COUNTY YMCA YOUTH PROGRAM HANDBOOK

- PRESCHOOL
- BUS STOP CARE
  - TEEN TIME
- SUMMER CAMP

An overview of our policies and procedures.

Our programs focus on our four core values of caring, honesty, respect and responsibility which are incorporated through curriculum design and staff delivery.



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PARENTS NOTE

Updates to this policy handbook are made throughout the year. When significant changes are made as deemed necessary by the Waldo County YMCA, parents will be notified by email. You may request a new handbook from a Y staff at any time or download off our website at [www.waldocountyyymca.org](http://www.waldocountyyymca.org).

Please speak with your program director if you have any questions. The Waldo County YMCA reserves the right to change guidelines as particular situations arise. It is our goal to work with families to accommodate specific needs without jeopardizing the rules and regulations set forth by the State of Maine Rules for the Licensing of Childcare Facilities.

Waldo County YMCA Youth Programs reserves the right to make changes at any time, without notification, of policies in this handbook.



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## CONTACT US

CEO

Russell Werkman

[rwerkman@waldocountyyymca.org](mailto:rwerkman@waldocountyyymca.org)

Youth Development Director

Faith Boynton

[fboynton@waldocountyyymca.org](mailto:fboynton@waldocountyyymca.org)

Preschool Director

Jen Johnson

[jjohnson@waldocountyyymca.org](mailto:jjohnson@waldocountyyymca.org)

Teen Time Director

[wcyteens@waldocountyyymca.org](mailto:wcyteens@waldocountyyymca.org)

Waldo County YMCA

Front Desk Staff

207-338-4598 phone

207-338-2505 fax

Table of Contents



Introduction to the WCYMCA pages 5-6

- Mission Statement
- Philosophy
- QRS
- Staffing
- Confidentiality

General Information pages 7-16

- Program Hours
- Ages and Number Served
- Holidays & Closings
- Licensing
- Child Abuse Prevention
- Injury
- Illness
- Health Care Consultant
- Medication
- Blood Exposure
- Communicable Disease
- COVID policies
- Immunization and Vaccines
- Head Lice
- Biting
- Emergency Procedures
- Inclusion Policy
- Interpretation English Language Learners
- The Rights of Children

Program Structure pages 16-22

- Arrival/Departure
- Schedule
- Communication
- Behavior Management
- Toys from Home
- Clothing
- School Vacations/Closings
- Swim
- Nutritional Program-5-2-1-0 Let's Go!
- Inclement Weather

Childcare Accounting Billing pages 23-24

- Accounting & Billing
- Deposits (summer)
- Attendance
- Late Fees
- Withdrawals
- Financial Assistance
- Suspension & Dismissal Policy

Parent Resources page 24



### **\*\*\*INTRODUCTION TO OUR WCYMCA:**

#### **Mission Statement**

To promote the physical, mental, social, and spiritual development of Waldo County children and families.

#### **Youth Program Philosophy**

The Philosophy of the Waldo County YMCA is to provide children with a safe, fun, high quality, reliable, friendly, and activity oriented environment. We will be teaching your child the YMCAs four core values: Caring, Honesty, Respect and Responsibility.

#### **Our Promise to Parents:**

The WCYMCA childcare department understands that parents are the primary influence on their children's lives. We complement that influence by building a relationship of mutual trust and support with parents. Using open communication, we work with parents to create the best possible care for each child.

Our childcare department strives to offer a high quality program for families. A high quality center is a stimulating, caring learning environment where:

- Children have the opportunity to develop secure relationships with staff.
- All children are treated equally.
- Children learn the ability to respect the rights of others.
- Staff co-operate with each other to provide positive role modeling.
- Children's self-esteem and individuality are encouraged.
- Staff provides a consistent approach with children and parents.
- Staff and parents work together.
- Staff respects the knowledge and abilities of others.
- A variety of activities are provided for children.
- Children are given choices throughout their day.
- Parents are listened to.
- Parents have the opportunity to contribute to the program and its evaluation process.
- The program reflects individual children's needs, abilities, and interests.

The program enhances all areas of their development through thoughtful planning, observations and communication. The WCYMCA recognizes the diversity and worth of all individuals and groups in our society. There will be no discrimination or harassment of any



child or family based upon race, color, ethnicity, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran or military status, genetic information, disability, or use of a service animal by a person with a disability, in any Y program or activity, including childcare and what they can achieve.

### **Quality Rating System**

Quality for ME is a system for licensed childcare providers to have their quality assessed on a 4 step rating scale. Expectations at each step must be met before moving to a higher level. Every step is an important quality measure based on the following criteria:

- Licensing history
- Learning environment (daily schedule, activities planned, etc.)
- Program evaluations (looking at strengths and weaknesses)
- Staff development (training opportunities for staff)
- Administrative policies and procedures (holiday closings, illnesses, etc.)
- Family involvement (welcoming parents into the classrooms)
- Community resources (where to find other services to help families)
- Child observations (watching for children s interests and skills)

The Waldo County YMCA childcare department is currently a Step 3. This means that our program has some policies, procedures and staff qualifications that are above and beyond those required by child care licensing.

### **Staff**

We are very proud of our staff. The staff take pride in their ability to make each day stimulating, enjoyable, and rewarding for your child. Our staff are trained in CPR, First Aid, and receive ongoing education to improve their skills and to develop new ideas for the program. All WCYMCA childcare staff have passed multiple background checks to ensure the safety of your child as well as specified trainings in child protection.

### **Confidentiality**

We believe that our parents, children and staff deserve the right to privacy. It is our goal to represent the organizations mission and core values. Absolutely no information regarding a present or former individual child, family, student or employee is discussed by staff with anyone outside of our childcare center or posted online.

Photos will not be taken of children in our care unless it is for programming purposes. **Staff members of the WCYMCA Childcare Center may not offer babysitting services to families with children in our care.**



### **\*\*\*GENERAL INFORMATION:**

#### **Program Hours**

Child Care is available from 7:00 am to 5:30 pm, Monday thru Friday. We are not able to accommodate hours outside of this time frame.

Preschool: We follow RSU#71 school calendar, closed on vacations & holidays. Options include; Full day 9am-3pm/ Extended day 7am-5pm/ Half day option 9am- noon.

Bus Stop Care: We follow the RSU#71 school calendar from September till last day of school in June including early release or professional development days. Options include: Before Care 7am-8:30am/ After Care 3-5:30pm.

Teen Time: We follow RSU#71 school calendar, closed on vacations, holidays and professional development days. Options include: After Care 2:15-5:30pm.

Summer Camp: An eight-week camp in the summer months available from 8:30am-4:30pm or offering extended care from 7:30-8:30am/4:30-5:30pm for an additional cost.

Please be considerate and pick up your child on time. A late charge of \$1.00 per minute – after the first 5 minutes – per child, will be applied to the following week.

#### **Ages & Numbers Served**

Our staff to child ratio at WCYMCA Child Care

- Bus Stop/ Teen Time 1 to 12
- Preschool ... 1 to 8
- Toddlers ... 1 to 5
- Infants ... 1 to 4

These are the state licensing requirements. The staffing patterns at the Waldo County YMCA usually exceed staff to child ratios.

#### **Holidays and Closings**

The WCYMCA is closed to observe the following holidays:

- New Year's Eve
- Closed New Year's Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day



- Thanksgiving Day
- Easter Sunday
- Christmas Eve
- Christmas Day

**There is no reduction of weekly fees due to these holidays. It is not customary for the childcare center to close due to weather. If you are unsure if we are open due to a snow storm, please call the YMCA or check our Facebook page.**

### **Licensing**

All of the youth childcare programs at the WCYMCA are licensed by the State of Maine. Copies of our licensing certificate are available for viewing throughout the childcare center. A copy of the licensing rules and regulations are available upon request.

### **How to Report a Licensing Violation**

The Waldo County YMCA Childcare Center programs are licensed by the State of Maine. Copies from the Fire Marshall and Maine State Licensing Childcare Division are available for your review. Should you feel the childcare programs are in violation of the state requirements, you may contact the Maine Department of Health and Human Service Division of Licensing and Regulatory Services at (207)287-9300 or 1-800-791-4080 or email [dlrs.info@maine.gov](mailto:dlrs.info@maine.gov)

### **Child Abuse Prevention**

The WCYMCA Childcare Center shall make all staff and volunteers aware during annual trainings provided by local organizations of their status and responsibilities as mandated reporters when there is reasonable cause to suspect abuse or neglect of a child under the age of 18.

Staff and volunteers will be trained to recognize the common signs and symptoms of child maltreatment or neglect which are discussed during staff orientation and during annual training.

Whenever a staff member or volunteer knows or has reasonable cause to suspect that a child is being abused or maltreated, the staff member will contact their immediate supervisor. The immediate supervisor or director will make the call to the Department of Health and Human Services (DHHS) 1-800-452-1999 within 24 hours of becoming aware of the suspected abuse and neglect.

When reports are made in good faith, reporters are immune from civil or criminal liability for the act or reporting or participating in the investigation or proceeding. (Maine State Licensing for Childcare facilities, article 21.1)





### **Suspected Child Abuse by Childcare Providers/ Volunteers**

If a staff member or volunteer is suspected of child abuse or maltreatment of a child in our care, that staff member or volunteer will be reported to the proper authorities for investigation. They may be suspended or given leave (with / without pay) pending investigation of the accusation.

Staff or volunteer may also be removed from the classroom and given a job that does not require interaction with children. No accusation or affirmation of guilt will be made until the investigation is complete. Staff or volunteers found guilty will be summarily dismissed or relieved of their duties.

### **Injury/Accident and Emergency Procedures**

WCYMCA childcare staff members are all Child CPR and First Aid certified. Any accident requiring first aid treatment will be reported by staff on an Incident Report Form. Parents are asked to read, sign, and return the report to the staff. A copy of the report is filed in the child's folder. Minor accidents such as small cuts, scrapes, skinned knees, etc. are cleaned and covered with a bandage. Bumps and bruises are treated with ice packs. Parents are notified immediately of accidents that may require a doctor's care. If an accident occurs that requires immediate medical care, the child will be taken to the nearest health care facility in the company of a staff member. The Waiver in the registration packet authorizes the YMCA to obtain medical care when your child must be treated in your absence.

### **Illness**

The WCYMCA Child Care program illness policy adheres to the Department of Health and Human Services (DHHS) and focuses on both the needs and behavior of the ill child as well as the ability of the staff to meet the child's needs without compromising the care of other children. We understand and appreciate the needs of working and student parents, yet it is essential that children at the center are protected from exposure to illnesses. Sick children want care from their parents in the comfort of their own home.

When illness develops, the parents will be notified and if you are unable to pick your child up within one hour we will call your emergency contacts.

Fever is defined as having a temperature greater than 100 degrees when taken under the arm. Our staff will take an initial fever reading and then check again in 30 minutes. This helps to give an accurate reading.

Symptoms requiring your child to stay home:



- **Fever:** Fever is defined as having a temperature of 100 degrees or higher taken under the arm (a child needs to be fever free for a minimum of 24 hours without the use of Tylenol or other fever reducing medications, before returning to care.)
- **Vomiting:** 2 or more times in a 24 hours' period
- Children receiving antibiotics for a contagious illness must have 24 hours of medication before returning to child care.
- Your illnesses may require a doctor's note to return to childcare.
- High fever that is unresponsive to OTC medications such as Tylenol or children's Motrin
- Symptoms requiring your child to be sent home:
  - Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability or confusion
  - Vomiting
  - Diarrhea: runny, watery, bloody stools (must have multiple, consistently loose stool AND also exhibit noticeable signs of discomfort)
  - Frequent scratching of body or scalp, lice, rash or any other spots that resemble childhood diseases, including ringworm.
  - Any illness accompanied by uncontrolled coughing, irritability, persistent crying, difficulty breathing or wheezing.
- The Child Care Program reserves the right to send home any ill child. In general, a child must be well enough to participate in classroom activities. Parents should exercise every caution and keep their child at home should unusual symptoms occur. If your child has been exposed to/has contracted a contagious disease, please report details to the Program Director.

### **Health Care Consultant**

Our Childcare Center Health Consulting Physician is Belfast Pediatrics. They review our facility health plan, evidence of access to emergency medical services, prevention and communicable diseases, and policies on training to facility staff.

### **Medication**

Prescription Medications: Children requiring prescription medications during care at the WCYMCA shall receive the prescribed medication by staff under the conditions described below:

- All medications must be either prescribed or recommended by a physician.
- Medications will only be administered to a child with written parent/guardian authorization indicating the condition requiring the medication, the dosage, time

and potential side effects. If the medication is given in response to certain symptoms those symptoms need to be specified.

- Prescription medication must be in the original container and will be followed as indicated on the container.
- The first dose of all new medication or change in dosage of current medication must be given at home. Please notify the director of any medication that the child is currently taking, including any cold medicine.
- Dosage time(s) will be followed as accurately as possible. The staff member who gives the medicine will sign or initial the medication form indicating that the medicine was administered.
- Staff will communicate with parents/guardian about any concerns regarding the medication and or information about the child.
- All medications are kept in a medicine box or in the kitchen in the refrigerator out of reach of children.
- Medications that are to be given once a day should be given at home.
- Staff will attempt to administer medication, but cannot force the child to consume the medication.

### **Blood Exposure**

An exposure is defined as contact with blood or bodily fluids to which universal precautions apply such as:

- An injury to the skin (i.e. Cut with a sharp object).
- Mucous membranes
- Skin that is chapped, chafed, or otherwise affected so that an effective skin barrier is not present.
- A bite or injury that results in blood exposure.
- Latex or protective gloves are worn by staff when dealing with blood or bodily fluids. If exposure does occur the following steps will be taken:
  - ✓ Wash with soap and water after exposure to infectious materials or after taking off gloves or other personal protective equipment.
  - ✓ Use antiseptic or cleansers or towelettes if no washing facilities are available
  - ✓ Place contaminated items in a plastic bag and discard in the proper location.
  - ✓ Notify supervisor immediately.
  - ✓ Program Coordinator or Childcare Director will contact parents.

## Communicable Disease

We are required to inform parents of illness in our center. Parents must notify the program by contacting the Director immediately when their child contracts any communicable illness other than a cold. Parents will be notified of communicable illnesses in the program and any recommendations given to the program by our health consultant. Belfast Pediatrics serves as a consultant to the WCYMCA's child care programs to answer questions about health issues, particularly in regard to contagious diseases. Safety of the children in our program is our number one priority.

### COVID Policies:

We continue to follow the CDC recommendations and follow RSU 71 practices with shifting the notification of close contacts to individual/family responsibility.

**Please continue to monitor for health symptoms and as always test if necessary. If you do test positive be sure to notify your direct supervisor so we may take the necessary precautions for all.**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild

Signs and symptoms of COVID-19 are similar to influenza (flu) and include:



Cough



Headache



Shortness of breath or difficulty breathing



Sore throat



Fever or Chills



New loss of taste or smell



Fatigue



Congestion or runny nose



Muscle or body aches



Nausea or vomiting



Diarrhea

Symptoms may appear 2-14 days after exposure.

symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

The CDC states that "COVID-19 vaccines remain our single most important tool to protect people against serious illness, hospitalization, and death. Getting vaccinated now will not prevent you from getting an authorized variant-specific vaccine in the fall or winter when they are recommended for you.



## Immunizations

[Public Law 798](#), *An Act to Protect Maine Children and Students from Preventable Diseases by Repealing Certain Exemptions from the Laws Governing Immunization Requirements* goes into effect September 1, 2021 and impacts child care children and staff. This law, in part, requires the Department of Health and Human Services to remove religious and philosophical exemptions allowed for immunizations from its rules.

- Immunization records are required for all children, including school age children.
- • Immunization records are required for all child care staff members and include: Measles, Mumps and Rubella (for staff members born after 1956) and Tetanus/Diphtheria.
- Required immunizations for children can be found on the [Childcare Immunization Standards](#) chart developed by the Maine CDC. Please note these required immunizations were updated on June 4, 2021. The Daycare Immunization Standards include information for children that are behind and need to catch up on their immunizations. Families should contact their medical provider to ensure that immunizations are administered according to the recommended catch-up schedule.
- A specific plan is needed for a child who does not have all current required immunizations by September 1, 2021. This plan must include a timeline for how the child will become current. The Maine Chapter of the Academy of Pediatrics has developed a [form](#) that can be completed by physicians, nurse practitioners and physician assistants. This form satisfies the documentation required for children engaged in a plan created by their medical provider to ensure that the required immunizations are administered on an agreed upon schedule.
- If a child meets the criteria for a medical exemption, the child's medical provider can complete the form that is available on the Maine Chapter of the American Academy of Pediatrics website or the medical provider can provide their own documentation. The medical provider must be a medical doctor (MD), doctor of osteopathic medicine (D.O.), nurse practitioner (N.P.), or a physician's assistant (P.A.).

### Head Lice:

Children with head lice (small, tan colored insects that live on the scalp) should be treated with a medicated shampoo rinse or lotion developed specifically for head lice. The child must be excluded from the childcare setting for at least 24 hours after treatment. Some children may require a second treatment with medicated shampoo one week later. Routine checks are conducted by the WCYMCA.



## Biting

The safety of the children in our childcare program is our primary concern. As children achieve or reach major developmental milestones, they become increasingly independent. In order to foster a healthy independence, our staff provides our children with constructive and appropriate ways to manage behavior. Our staff models and facilitates to help our children make “good choices” and interact positively with peers.

Throughout the developmental process biting can be one of the many obstacles that toddlers (0-3) will face, commonly in group settings such as childcare. Biting may occur when:

- A child is unable to communicate verbally i.e. child is babbling and does not have many words)
- A child is frustrated or angry
- A child is seeking attention
- A child is teething
- It satisfies their strong need for independence and control
- As a defense mechanism for a child who feels threatened
- It is important to recognize that this behavior is a normal part of children’s growth and development. However, biting is usually upsetting to all parties involved (including the family of the child who bit). During this difficult transition, we ask that parents be patient with the children and staff as they identify patterns or reasons for biting and implement a plan of action to prevent it.
- If biting does occur, the following steps will be taken:
  - ✓ The staff will stay calm and not overreact
  - ✓ The biting will be interrupted with a firm “No...we do not bite our friends.”
  - ✓ The child who was bitten will be consoled and cared for by a staff member
  - ✓ The wound of the bitten will be assessed and cleaned with soap and water. If it is determined that there was blood exposure, further steps will be taken according to our “procedure for incidents involving blood exposure.”
  - ✓ Staff will remove the child who has bitten from the situation and give a “timeout” or “break”
  - ✓ If possible the child who bit will help care for the child who was bitten
  - ✓ The parents of both children will be notified of the incident
  - ✓ An incident report will be completed by the teacher and signed by the parent
  - ✓ CONFIDENTIALITY OF ALL CHILDREN INVOLVED WILL BE MAINTAINED
  - ✓ If a child bites more than three times in a day, the child will be sent home to protect the safety of the other children in the room.

Our program puts the welfare of the child first. If the needs of the child are more than the YMCA can provide, alternative care may be recommended.



### **Emergency Procedures**

The WCYMCA practices drills in case of emergencies monthly. All staff are trained in emergency protocol and fire exit maps are posted in each classroom. For more information, please talk your program director.

### **Inclusion Policy**

- The program reflects individual children's needs, abilities, and interests, we enhance all areas of their development through thoughtful planning, observations and communication.
- The YMCA recognizes the diversity and worth of all individuals and groups in our society. There will be no discrimination or harassment or any child or family based upon race, color, ethnicity, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran or military status, genetic information, disability, or use of a service animal by a person with a disability, in any Y program or activity, including childcare and what they can achieve.

### **Interpretation English Language Learner's**

The WCYMCA welcomes students and families from diverse cultural and linguistic backgrounds. Our goal is to be successful with language barriers by using tools to help support translation. Our staff will continue to train using resources to help support the language.

### **The Rights of Children**

- Children must be free from emotional, physical, sexual abuse, neglect and exploitation.
- Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.
- Each Child has a right to an environment that meets the health and safety standards in this rule.
- Each Child must be provided childcare services without regard to race, age, national origin, religion, disability, sex or family composition.
- Children must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of Developmentally Appropriate practices by the Provider and Staff Members.





- Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Provider.
- Each Child has a right to Developmentally Appropriate activities, materials, and equipment.
- Children with disabilities have the right to reasonable modifications to Provider policies and practices.

### **\*\*\*PROGRAM STRUCTURE:**

#### **Arrival and Departure**

Children must be brought into the facility by an adult. The adult must check in with staff at the check in center and convey any messages needed for the day. Attendance will be taken upon arrival. Please call or email if your child will be late or absent. Please be sure to let us know when or if you have changes in your emergency contact information so that we are able to reach you if needed.

Children will be released only to a parent/legal guardian or those people listed on the emergency contact form for pick up. Parents must authorize the WCYMCA in writing to release their child to a person not listed on the authorization form. A child may not leave the program with anyone under the age of 18 or with an unauthorized person. In the event that written notice is not possible, parents must advise the WCYMCA as soon as possible by telephone. When the escort arrives, he/she will be required to submit a photo ID for verification purposes. If a parent arrives for children and appears to be under the influence of alcohol or drugs, staff will request the local police evaluate the parent to determine fitness to drive.

#### **Schedule**

Each Youth program will provide specific activities each day to include a variety of enrichment activities. Activities are planned in advance and will include art, STEM activities, creative option, physical exercise, homework help, and a variety of group games. The group will participate in outdoor time, weather permitting, and/or other physical activities daily. The group does many fun activities and games and will use prizes as a reward on occasion. We do not use food as a reward. We are active participants in





the 5-2-1-0 Lets go! Program. We provide water to the children throughout the day. We do not provide any juice or sugary beverages. We are not nut free. Be sure to record on the emergency care form if your child has any allergies of any kind.

### Communication

The communication between parents, staff and children is vital in creating a quality program. Parents are encouraged to talk with the staff regularly.

Each Program has their own process for communicating with parents and distributing information. Some examples of this communication are:

- Newsletters containing current information and upcoming events
- Parent bulletin boards
- White boards outside of classrooms highlighting daily activities
- Daily information sheets / progress notes

Parent involvement is extremely important to our children as well as our programs. Parent volunteers and visitors are welcome. We have implemented several ways in which communication flows freely but still caters to everyone's busy lifestyles.

Your child's cubby box may contain notes or larger artwork, Program coordinators and lead teachers are always available to speak with you about any concerns you may be having regarding your child.

We encourage all parents to meet their classroom teachers.

**We encourage parents to let us know if you have any questions, concerns, ideas or just want to chat about your child.**

### Behavior Management

Our behavioral management policy is strongly guided by the Four Core Values of the YMCA:

**Honesty      Caring      Respect      Responsibility**

Our staff models and teaches these life values in our program. Beginning with infancy and continues throughout their experience in our program(s) on the importance of following these character building values. We recognize the social and emotional development of the specific ages of the children in our care and follow the appropriate, positive action(s) needed to foster a healthy self-image.



### We do

- Praise, reward, and encourage
- Reason with and set limits
- Model appropriate behavior and language
- Build on problem solving skills to prevent or rectify situations before they occur
- Listen
- Give choices and alternatives for inappropriate behaviors
- Utilize natural logical consequences of behaviors to enforce changes in behavior
- Remain consistent with practices
- Use age appropriate language
- Ignore minor behaviors
- Remember the developmental stages so that

### We do not

- Physically punish
- Tease, belittle, shame or make fun of
- Talk to or about the child or their families disrespectfully
- Never shame or punish for bathroom accidents
- Deny food, drink or rest
- Relate discipline to food, drink or rest
- Rely solely on apologies. Empty apologies do not promote empathy or emotional growth and understanding
- Leave children alone or isolate
- Speak out of anger or use sarcasm
- Disregard behaviors that are teachable moments or cause harm to others
- Set unrealistic goals that child cannot obtain

All children are entitled to a pleasant and safe environment while participating in our Youth programs. The four Y core values of respect, responsibility, honesty, and caring drive YMCA programs. Self-management skills and positive social interactions among children and adults are encouraged to maximize everyone’s enjoyment of the program. Staff facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behavior and redirecting children to a more acceptable activity and setting clear limits. Our discipline practices encourage the child to be fair, honest, caring, show respect of property and other program participants, and assume personal responsibility.

Children will be required to abide by the following rules:

- Keep your hands and feet to yourself



- Always remain with a staff member or the group
- Be responsible for your own belongings and respect others property
- Use appropriate language.

Each program will have additional rules that are specific to their age group and environment. When a child does not follow the behavior guidelines, the staff will take the following steps:

- 1) Staff will redirect the child to more appropriate behavior;
- 2) Staff will remind the child of the Y's guidelines and rules;
- 3) Staff will document the situation. This written documentation will include what happened and the action taken. Staff will discuss with parents at pick up and a course of action will be decided.

Child safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive will not be tolerated. Children that exhibit any type of behavior which is thought to be unacceptable, unsafe, or continue to not follow the rules may result in immediate suspension.

Unacceptable behaviors include, but are not limited to, the following:

- Any behavior that endangers the health and safety of other children, staff or members;
- Leaving the program without permission or refusing to remain with assigned group;
- Inappropriate touching of other students or sexual misconduct;
- Theft, defacing, or destruction of property belonging to the Y, the schools, or others;
- Verbal abuse or threat, bullying, name-calling;
- Any physical assault such as hitting, kicking, biting, and such;
- Ignoring or disobeying rules of safety;
- Possession of weapons, tobacco, alcohol or illegal drugs;
- Violation of the YMCA Code of Conduct.



The Progressive Discipline procedures are as follows:

1. The first time unacceptable behavior occurs, the incident will be discussed with the parents and they will be provided an occurrence report. A plan of action will be agreed upon by parent and staff.
2. The second time unacceptable behavior occurs there will be a meeting set up with the director, parents, and Y administrative staff. The purpose of this meeting will be to determine why the child is having difficulty and what efforts might be made by site staff, parents and the child to find a possible solution. A written action plan will be made for the child in the program.
3. If unacceptable behavior occurs again, dismissal of the child from the program will occur.

\*The Waldo County YMCA also reserves the right to dismiss a child from the program not necessarily in the order above, but depending on the severity of the action.

### **Toys from Home**

We understand that children like to bring their favorite toys from home to show their friends. However, problems can arise because sometimes children do not like to share their toys. Toys may become broken or lost or the toys may not be appropriate for the program setting. We do request all toys stay at home, unless on a special occasion encouraged by the program director.

### **Clothing**

Children should dress in comfortable play clothes that are weather appropriate. We strongly encourage shoes that support active play. Children often soil their clothes when eating, playing and participating in program activities. As such a spare set of clothes should be sent each day or left in your child cubby box. Please label all clothing with your child's name. Please do not inhibit your child by dressing them in clothes that should not get stained, dirty, or messy.

State law requires that your child be given access to the outdoors at least two hours each day, weather permitting. This will include the winter months so please make sure to send boots, mittens, hats and snow pants when needed.



### **School Vacations**

Vacation camps are offered for grades K-5<sup>th</sup> during scheduled RSU#71 school vacations. A schedule of the activities for the week will be made available prior to the week. Children may sign up for the entire week or select days. Please reach out for more information. Parents are required to sign their child up the Friday prior to vacations.

### **In Service Days/ Professional Development Days**

We offer programs for days that school is not in session for grades K-5<sup>th</sup>. Please reach out for more information.

### **School Closings**

Day Camps are provided on days that school has been unexpectedly closed- such as snow days-remote leaning. The hours of care offered are 7:30 a.m. – 5:30 p.m. This provides safe travels for our staff.

### **Swim**

Swim at the WCYMCA is an activity choice that is offered in each program. Participants will walk to the locker rooms to change and then enter the natatorium through the locker room doors. Bracelets (wrist bands) are required to make Deep water swimmers and non-swimmers identifiable to staff and Lifeguards.

In case of emergency (i. e. chemical issues, thunder & lightning) all swimmers will evacuate from the pool into the lobby and wait for instruction from staff.

### **Water Safety Rules:**

When children are active in water play or enrolled in our WCYMCA swim program, all staff and children will adhere to the following:

1. Children are allowed to swim or play in the pool/ water area only when an adult staff is present
2. Walk slowly in the pool/ water area
3. No rough housing (dunking, pushing, or wrestling).
4. Do not bring glass material near pool/ water area.
5. Do not eat or chew gum while in the water
6. Swimming or playing in the water are during thunderstorms is not permitted.
7. Children are instructed in water safety rules.



### **Nutrition Food Program**

To further support healthy children, staff, and families, we participate in 5210 Let's Go! As part of our program, we promote and follow the five healthy strategies below to support the 5-2-1-0 behaviors:

1. We limit unhealthy choices for snack and celebrations and provide healthy choices instead. Please refer to the healthy options listed for ideas if you're considering bringing food item into your child's group for a celebration.
2. We do not offer sugary drinks
3. We do not reward children with food.
4. We provide opportunities for children to get physical activity every day.
5. We limit recreational screen time.

Our YMCA will provide 5210 Let's Go nutritional education and resources for families and children in the form of postings and notes sent home in Newsletters. If you would like more information about 5210 Let's Go, please visit [www.lets-go.org](http://www.lets-go.org)

### **Inclement weather**

**Heat:** Maine periodically experiences either a heat wave or single days when the heat index puts children at risk of heat related illness. Our policy in regards to heat is to identify when the heat index puts children at risk, to identify when a child in our care is exhibiting signs of heat related illness and to take the correct steps once there is suspicion of illness. Our approach is to;

- Encourage children to drink plenty of fluids, especially water.
- Offer our children cool, shaded areas to play when outside.
- Recommend light weight, loose clothing
- Check the heat index before taking children outside.
- Watch for signs of dehydration.

Sunhats and sunscreen are recommended for sunny days. The WCYMCA provides sunscreen, if your child has sensitive skin please provide your labeled own sun screen.

**Cold:** When weather permits we utilize our playground and outside areas. If the weather is below 30 degrees Fahrenheit or the wind chill factor dictates freezing temperatures, we will opt for inside physical activities.



### **\*\*\*CHILDCARE ACCOUNTING AND BILLING:**

#### **Accounting & Billing**

As a non-profit organization, we rely on prompt payments. Payments will be processed through automatic deduction every Monday. If you have a specific circumstance, please contact the Faith Boynton to discuss. Payments are required and must be paid on time and in full when your child is absent part or all of the week. This includes holidays and in-service days. Fees are based on reserved spaces, not attendance. We do not charge for Bus Stop Care or Preschool during vacation weeks.

#### **Deposits**

During our summer camp season, we do require a deposit for each week your child is attending. Weekly deposits can be transferred to other weeks but will not be refunded, this is a non-refundable payment to hold your child spot. We do have limited camp space.

#### **Attendance**

Please call or notify the director of your program if your child will not be attending or will be late. If your child has any contagious conditions please let us know, even when they occur over the weekend. Please let staff know about extended absences. After one week of unexplained absences we reserve the right to terminate services and fill your spot with another child.

#### **Late Fee**

Late fees will be charged for each child picked up after the scheduled closing time. Please be considerate and pick up your child on time. We know that on occasion there may be an emergency that arises. However, a late fee will be charged for late pickups after the second offence at a rate of \$1.00 per minute after the first 5 minutes. If you're going to be delayed, please notify the WCYMCA as soon as possible.

#### **Withdrawal**

State licensing requires a written notice stating your intentions to withdraw from our program a minimum of two-weeks prior to your child(ren)'s last day. Please note that it is your responsibility to inform the program director of any schedule changes that would differ your payment option.



## Financial Assistance

The Y has a very strong working relationship with DHHS, Fed Cap, Aspire, and other subsidy programs. We are set up to accept these payments and are happy to assist you in navigating the process. We also have Financial Assistance available, so if you have applied for other assistance and do not qualify please talk with our Membership Director to complete a form. These forms are online or may be picked up at the front desk. We hold these applications in the strictest of confidence and seek to support our community in ensuring kids have a safe place to go.

## Suspension and Dismissal Policy

Grounds for suspension or dismissal from childcare are as follows:

1. Repeated (more than two) weeks of non-payment of tuition;
2. Continued disruptive, improper, or violent behavior by the child after parents have been consulted and appropriate measures have been taken to modify such behavior, or sudden violent or dangerous behavior that threatens the well-being of the child or other children, regardless of parent consultation or appropriate modified measures;
3. Repeated (more than three) late pick-ups without proper notification to the program by the parent.

### \*\*\*Parent Resources:

<https://www.zerotothree.org/>

<https://www.maine.gov/dhhs/ocfs/child-care.html>

<https://www.naeyc.org/resources/pubs/yc>

<https://www.mainehealth.org/lets-go>

<https://www.ed.gov/early-learning/resources>

<https://waldocap.org/>