



YMCA of Barry County

Y Time Preschool and Schoolage Program Family Handbook

Y Time Childcare-2350 Iroquois Trail, Hastings, MI 49058 Ph: 269-316-0743

We are excited to have you join the YMCA of Barry County childcare family.

YMCA MISSION - To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

Core Values:

- **CARING:** to demonstrate a sincere concern for others, for their needs and well-being.
- **HONESTY:** to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs.
- **RESPECT:** to treat others as I would want them to treat me, to value the worth of every person, including myself.
- **RESPONSIBILITY:** to do what is right—what I ought to do, to be accountable for my choices of behavior, actions, and my promises.

Our Areas of Focus

The Y is a cause-driven organization that is for youth development, for healthy living and for social responsibility. That's because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

Defining Our Areas of Focus:

- **YOUTH DEVELOPMENT:** Nurturing the potential of every child and teen.
- **HEALTHY LIVING:** Improving the nation's health and well-being.
- **SOCIAL RESPONSIBILITY:** Giving back and providing support to our neighbors.

PHILOSOPHY for Childcare

The YMCA of Barry County is geared to the individual needs of children. We provide a wide range of materials and developmentally appropriate activities, which allow children to manipulate, discover, explore, make choices, and create according to their interests.

Each child is recognized and valued as a unique individual with a capacity for growth and development. Through daily group and individual activities, each child is encouraged to develop emotionally, socially, creatively, and intellectually at his/her own rate.

(In this document "the Center" will refer to Y Time Childcare unless indicated).

PROGRAM GOALS

To provide an enriched, educational environment while maintaining a warm, nurturing atmosphere.

- To encourage self-esteem and self-worth in each individual child
- To help children develop skills in interacting with peers in a positive manner
- To provide a consistent, daily schedule to help with feelings of security and control in the environment
- To offer a variety of materials and activities for varying attention spans
- To offer gross motor skill practice and development inside or on the playground
- To offer free choice activity times to foster independent choice, sharing, cooperation, and exchanging of ideas
- To enjoy games, which encourage language skills and physical development
- To offer manipulative toys, a creativity area, and games for fine motor skills

SPECIAL NEEDS/AMERICANS WITH DISABILITIES ACT

The Center is best able to meet a child's needs when special needs are identified prior to enrollment, the Program Director will be responsible for gathering this information. Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest and reasonable accommodations can be made.

Families will be required to complete an additional enrollment form that identifies special requirements and/or specific procedures that staff will need to follow. A child may be removed from the program if his/her participation creates a significant difficulty or expense based on the accommodation actions needed or if the participation posed a significant risk to the health and safety of others. In assessing the Center's ability to accept a child with special needs into the program family/guardians will:

1. Fully assess the accommodations necessary to integrate the child into the program.
2. Fully assess the benefits the child will receive from participation in the program.
3. Identify available resources needed to make reasonable accommodations for the child to participate in the program.
4. Fully identify any risk management issues concerning the integration of the child into the program.

NON-DISCRIMINATION STATEMENT

This institution is an equal opportunity provider.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Program Discrimination Complaint Form, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

ADMISSION

Families may enroll their children either on a full time or part time basis, depending on availability. Children will be enrolled on a first-come, first served basis, regardless of nationality, race, gender or creed. Based on availability, full time enrollment will be considered first over part time.

The following documentation is required for admission to childcare centers:

1. A completed Child Information Record from the State of Michigan
2. Immunization Record from the child's physician
3. A signed Health, Activity, Permission and Acknowledgement form and that you were informed of our licensing notebook
4. A completed physical within 30 days for infants through preschool
5. A signed tuition contract & Family Handbook Acknowledgement Sheet
6. Household Income Eligibility Statement & Participant Enrollment forms for the Child and Adult Care Food Program

Custody Arrangements

Staff will not become involved in custody disputes. A copy of the most current certified court order must be submitted at the time of enrollment or if a change occurs in the structure of the family. The order will be kept on file at the Program.

Court Order on File:

- Primary/Sole Custody: Staff will follow written instructions provided by the parent/guardian identified as having primary or sole custody on the court order.
- Joint Custody: Staff will abide by the court ordered custody arrangements specified for each day. Each parent/guardian will be requested to provide written instructions identifying persons authorized to pick up their child on their court ordered day. Each parent/guardian will complete a separate contract for payment purposes if necessary.

Court Orders NOT on File: Staff will allow both parents to pick up their child.

Children's Records & Medical Logs

Children's records will be kept on the program site, when families leave the program the files will be placed at a location that can be accessed if needed.

The Program Director will review all medical logs at least twice a year to determine that all possible preventative measures are being taken. Children's records and medical logs are confidential. Parents/guardians have access to all records and medical entries on their child.

FEES/PAYMENTS/VACATION POLICIES

Families will be aware of the amount of their payment and payment due dates upon signing the enrollment form. Rate changes will occur only after a minimum two weeks' notice to the family.

Please check with the Program Director for payment options. Online payments are made at <https://ymcaofbarrycounty.campbrainregistration.com/>

A family may receive a discount of 10% for 2 or more children enrolled in the program full time. Billing will occur according to the payment schedule agreement each family receives regardless of attendance.

The YMCA of Barry County works with the families and the Department of Health and Human Services to fill out the Child Development and Care Program paperwork. Families must talk to their consultant to get the process started and the paperwork (DHS-4024) for the Program Director to fill out.

The YMCA of Barry County makes every effort to work with families when hardships occur. Families are expected to communicate with the Program Director early to explore possible solutions.

Billing on all accounts will occur according to the payment schedule agreement, regardless of attendance, must be paid in full by the end of the month.

A fee of \$10 may be assessed if payments are late. Credit card payments or checks that are declined may also receive a \$10 fee.

Part-time families may add additional days if space is available.

Each family will be given 2 weeks of **vacation** (no payment) each calendar year. Your child needs to be enrolled consistently. To use the vacation credit, you must give the Program Director at least 2 weeks written/emailed notice.

Tuition will remain in place (no refunds) when the Center is closed for holidays, staff trainings, safety and weather-related issues, or any unforeseen circumstances.

TERMINATION OF ENROLLMENT & WITHDRAWAL POLICY

We reserve the right to terminate any enrollment at the childcare centers due to the following reasons:

- Non-payment of tuition
- Abuse of children, staff or property from a child or a family member
- Violation of the Center policies from a child or a family member
- Disruptive or dangerous behavior towards other children or staff from a child or a family member
- The Center's inability to meet the child's needs

We require 2 weeks written notice for termination/withdrawal of childcare. **Tuition will be charged regardless of whether your child is in attendance their final two weeks.**

STAFF AND VOLUNTEERS

At the centers, we select our teachers to meet the needs of children. Our lead teachers have college degrees and/or accredited in Early Childhood Education. All staff members are chosen for their warmth, education and experience. The YMCA of Barry County encourages our staff in their professional development through ongoing child-related courses.

Each staff member completes a comprehensive application, background screening (in compliance with ACT 116, the Childcare Organizations Act) and YMCA of Barry County training process. This includes a Michigan Childcare Background Check, Sex Offender Central Registry look up, employment reference checks, a TB and drug test, certification in Infant/Child/Adult CPR, First Aid, and AED training and Shaken Baby Syndrome training.

A staff member will not be present in the Center until there is documentation from the Michigan Childcare Background Check Program on file at the Center that he or she has not been named in a Sex Offender Central Registry case as a perpetrator of child abuse or neglect.

Center staff also complete a minimum of 16 hours of Early Childhood training annually. This will be in the form of staff meetings, college credits or community trainings.

Every staff member on our team brings unique talents, skills and characteristics into making the Center a very special place.

Volunteers who interact with children at least 4 hours a week for more than 2 consecutive weeks will be required to have a current (within 1 year) TB screening and will need to fill out the YMCA Voluntary Disclosure Statement which will be turned into the Childcare Administrator for review and then an Internet Criminal History Access Tool (ICHAT-MI State Police) will be used for a background check.

Volunteers will be required to have an orientation with the Program Director where details are shared regarding the program. Volunteers will never be left alone with children. They will also not be included in teacher/children ratio.

HOURS OF OPERATION / HOLIDAYS

The centers are open from 6:30 am-6:00 pm, Monday through Friday. The program will be closed on the following days: These are included in your payment agreement (the YMCA will give notice of any other changes in advance).

- New Year's Day and maybe a few days the week of New Years
- Memorial Day
- Independence Day/or the day before
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Week of Christmas
- May be some staff training days and days for childcare conferences

Hours are subject to change with a 2-week written/emailed notice or as soon as possible when licensing or government recommendation occurs. Hours of operation may vary depending on the childcare site/program. Any changes in hours will be given as much notice as possible due to the situation.

In case of an unexpected closure, such as severe weather, travel restrictions, and power outages the Program Director will get ahold of families. The YMCA of Barry County staff will make every attempt to have the childcare centers remain open with the safety of families and staff in mind.

If Hastings Area Schools Childcare Center is closed (CERC) so are the Y Time programs.

Tuition will remain in place (no refunds) when the Center is closed for holidays, staff trainings, safety and weather-related issues, or any unforeseen circumstances. The Chief Executive Officer will reserve the right to make any changes to the policy per situation.

SIGN IN/SIGN OUT

Families will need to check their child in and out each day with the staff. For the safety of your child, when dropping off or picking up your child, please be sure to let a staff member know you are dropping off or picking up.

If there is any change in who may/may not pick up your child, please notify the staff in writing, or make the change on your child's Information Card and initial the change.

Staff will use the HiMama app to check in/check out children and enter information about the children's day.

Please be sure to notify whoever is picking up your child that if we have not met them before, they will need to provide a photo ID before we will release your child.

TYPICAL DAILY SCHEDULE

This schedule is subject to change and may vary based on classroom or age group. There is time built in for restroom breaks and washing hands.

Preschool Learning hours are 8:00 am – 1:00 pm.

6:00 – 8:00	Drop-Off/Free Play
8:00 – 8:30	Breakfast
8:30 – 9:00	Free Play
9:00 – 9:15	Clean-up
9:15 – 10:00	Large Circle/Outside
10:00 – 10:30	Snack
10:30 – 11:30	Outside /Gross Motor
12:00 – 12:30	Lunch
12:30 – 2:30	Rest Time
2:30 – 3:30	Snack
3:30 – 4:30	Outside/Gross Motor
4:30 – 6:00	Free Play/Pick up

FOOD SERVICE AND NUTRITION REQUIREMENTS

Food provided by the Center will be of sufficient quantity and nutritional quality to provide for the dietary needs of each child according to the minimum meal requirements of the Child and Adult Care Food Program as administered by the Michigan Department of Education.

Nutritious and appealing food is the cornerstone for health, growth and development and developmentally appropriate learning experiences. Snacks and meals must meet the meal pattern guidelines set forth by Y USA Healthy Eating Guidelines.

Children will be served meals and snacks in accordance with the following schedule:

4 to 6 hours of operation: a minimum of 1 meal and 1 snack.

7 to 10 hours of operation: a minimum of 1 meal and 2 snacks, or 2 meals and 1 snack.

11 hours or more of operation: a minimum of 2 meals and 2 snacks.

The Center will not deprive a child of a snack or meal if the child attends the time the snack or meal is served.

Meal Service Routines/Requirements

- All children and staff must wash their hands with soap and water before eating.
- Children will sit together at tables and chairs that are appropriate for the size and age of the child.
- Meals will be served so that the children can help themselves, when it is safe to do so according to Child Care Licensing Bureau (CCLB) Department of Licensing and Regulatory Affairs.
- Children will be encouraged to try foods from each of the food groups that are offered.
- Food will not be withheld, or force fed and will not be used as a reward.
- The schedule for meals will include time for socialization.
- Tables will be washed with soap and water followed by a bleach solution, before and after meals. Children helping will be permitted to use soap and water spray bottles only.
- Staff are required to eat meals with children during working hours.

Menus are planned, dated, and will be posted in a place visible to everyone. Food substitutions will be noted on the menus. Childcare staff will assure that a child with special dietary needs is provided with snacks and meals in accordance with the child's needs and with the instructions of the child's parent or a licensed physician.

Please do not bring in food from the outside (such as a restaurant; many times, it does not meet the requirements that have to be met by State Licensing and Y USA Healthy Eating Guidelines.

If bringing a lunch from home, PLEASE make sure it is a healthy lunch. Healthy items are not fried, and do not have large amounts of salt or sugar.

Birthday and Holiday celebrations may include "pre-packaged" age appropriate snacks. Please discuss this with the Program Director before bringing in any food.

Adequate staff will be provided so that food service activities do not detract from direct care and supervision of children.

CLOTHING/PERSONAL BELONGINGS

Please send in a complete change of clothing that can be left at the Center for your child in case of a spill, fall, bathroom, or other accident.

Both programs will be going outside as much as possible. This will be part of the daily programming.

Dress your child in clothing that is washable and comfortable. Your child should come to the Center dressed appropriately for outdoor play. We do not have extra staff to care for children that cannot go outside because of lack of appropriate clothing. When children are hard at work and play, they get dirty.

We view this as a part of healthy growth and development. Some of the "most fun" and best learning activity materials are sand, water, mud, paint and play dough. These will be available to your child regularly.

All children younger than 5 years old will need:

- 2 sets of extra clothes. For those being toilet trained, we request you send your child in clothing they can manage by themselves.
- Crib sized sheet & small blanket for daily rest time on a cot
- Diapers or pull ups and wipes

All children will need:

- A jacket and appropriate seasonal clothing for active outdoor play - mittens, snow pants, boots, bathing suit, etc.
- Appropriate shoes for running, climbing and playing are needed – NO flip-flops/thong sandals as these are fall risks

Please do not bring: Toys, books, CD's, etc., belonging to your child may be damaged or misplaced at the Center, so we ask that your child leave these items at home. We will provide enough materials for all the children. The staff will let the families know when they may bring in special interest items.

NAP OR REST TIME

Young children benefit from scheduled periods of rest. This rest may take the form of actual napping or a quiet time. While naptime or quiet time is required, not all children will fall asleep. In these situations, quiet activities must be provided such as looking at books, putting together puzzles, etc.

1. Children under 4 years of age will be provided opportunities to rest regardless of the number of hours in care.
2. Toddlers will rest or sleep alone on a cot.
3. Naptime or quiet time must be provided when children under school-age are in attendance 5 or more continuous hours per day.

4. For children under school age who do not sleep at rest time, quiet activities must be provided such as reading books or putting puzzles together.
5. Resting or sleeping areas must have adequate soft lighting to allow the child care staff member to assess children.

HEALTH SERVICES PLAN - Children and staff hand washing steps:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Use warm water and soap, preferably liquid 2. Rub your hands together, including: <ol style="list-style-type: none"> a. Back of hands b. Wrists c. Between fingers d. Under nails | <ol style="list-style-type: none"> 3. Rinse well under warm running water 4. Dry hands with paper towel 5. Turn off water faucet with paper towel 6. Dispose of paper towel in a lined, covered trash can |
|--|---|

Staff will wash hands (before and after):

- | | |
|--|--|
| <ul style="list-style-type: none"> • Starting work / entering classroom • Contaminated with blood/bodily fluids • Using the restroom • Assisting a child in the bathroom • Handling pets or animals • nose • Preparing / serving food | <ul style="list-style-type: none"> • Eating / Drinking • Dressing an injury • Taking / giving medication • Coughing, sneezing, blowing |
|--|--|

Children will wash hands (before and after):

- | | |
|--|---|
| <ul style="list-style-type: none"> • Contaminated with blood or bodily fluids • After outdoor play • Using the restroom • Before taking medication | <ul style="list-style-type: none"> • Handling pets or animals • After coughing, sneezing, blowing nose • Eating / Drinking |
|--|---|

Handling Bodily Fluids

1. Nonporous (e.g., latex) gloves must be worn by staff when they are in contact with spills of blood or other visibly bloody bodily fluids.
2. Spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge) must be cleaned and disinfected immediately in keeping with professionally established guidelines (e.g., standards of the Occupational Safety Health Administration, U.S. Department of Labor).
3. Any tools and equipment used to clean spills of bodily fluids will be cleaned and disinfected immediately.

4. Other blood-contaminated materials will be disposed of in a plastic bag with a secure tie.

Universal Precautions Against Communicable Diseases

Because diseases can be transmitted through many different channels, the best way to prevent their spread is with a comprehensive approach. In addition, because the way to prevent the spread of illness is the same for any infection, providers need to understand and use Universal Precautions Against Communicable Diseases.

These same precautions apply whether the provider is caring for one child or a group of children and whether care is in the child's home, the provider's home, or a childcare setting. By consistently following these universal precautions, providers also will avoid the unpleasant situation of focusing on one child.

The single most important way to prevent infection is *hand washing*, a fact that supervisors of care providers cannot stress enough. It is recommended that childcare staff wash their hands with a liquid disinfectant soap for several minutes at the beginning of their shift, and for at least thirty seconds between each child that they handle.

Other universal rules of hygiene:

- Keep each child's personal grooming articles, clothing, and bed linens separate.
- Clean and sanitize toys, utensils, and equipment frequently.
- Dispose of tissues, and dressings in covered containers.
- Use disposable gloves whenever possible for handling bodily fluids.
- Make certain open sores on both children and providers are always covered.
- Require a physician's approval before a child with skin eruptions can attend group care.

Cleaning and Sanitizing Equipment and Toys

CHILD CARE CENTER RULES- TECHNICAL ASSISTANCE AND CONSULTATION MANUAL -
Department of Licensing and Regulatory Affairs - R400.8325

Cleaning and Sanitizing

The following steps must be followed for cleaning and sanitizing:

- Wash the surface or article vigorously with soap and water.
- Rinse the surface or article with clean water.
- Submerge, wipe or spray the surface or the article with a sanitizing solution.
- Let the article or surface air dry.

Note: Laundering bedding, dress-up clothes, stuffed animals, etc. in HOT water and detergent cleans and sanitizes the item.

Examples of sanitizing solutions include but are not limited to:

- Water and non-scented chlorine bleach solution with a concentration of bleach between 50 - 200 parts per million (one teaspoon to tablespoon of bleach per gallon of water). Test strips must be used to check the concentration of the bleach/water solution and are available from most food service suppliers. This solution must be made fresh daily.
- Commercial sanitizers (products labeled as a sanitizer purchased at a store). Caution should be exercised to assure they are used according to the manufacturer's instructions.

Note: When sanitizing toys and other items children may put in their mouths, including cots and mats: Bleach being used must have an EPA number indicating an approval for food sanitizing.

Utility gloves and equipment designated for cleaning and sanitizing flush toilets will be used for each cleaning and will not be used for other cleaning purposes. Utility gloves will be washed with soapy water and dried after each use.

RATIONALE: Contamination of hands and equipment in a childcare room has played a role in the transmission of disease.

AREA	CLEAN	SANITIZE	FREQUENCY
<i>Classrooms/Child Care/Food Areas</i>			
Countertops/tabletops, floors, door and cabinet handles	X	X	Daily and when soiled.
Food preparation and service surfaces	X	X	Before and after contact with food activity; between preparation of raw and cooked foods.
Carpets and large area rugs	X		Vacuum daily when children are not present. Clean with a carpet cleaning method approved by the Local Health Authority. Clean carpets only when children will not be present until the carpet is dry. Clean carpets at least monthly in infant areas, at least every 3 months in other areas and when soiled.
Small rugs	X		Shake outdoors or vacuum daily. Launder weekly.
Utensils, surfaces and toys that go into the mouth or have been in contact with saliva or other body fluids	X	X	After each child's use, or use disposable, one-time utensils or toys.

Toys that are not contaminated with body fluids. Dress-up clothes not worn on the head. Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, washcloth and machine-washable cloth toys. (None of these items should be shared among children.)	X		Weekly and when visibly soiled.
Blankets, sleeping bags, cubbies	X		Monthly and when soiled.
Hats	X		After each child's use or use disposable hats that only one child wears.
Phone receivers	X	X	Weekly.
Toilets and Sinks			
Hand washing sinks, faucets, surrounding counters, soap dispensers, and door knobs	X	X	Daily and when soiled.
Toilet seats, toilet handles, door knobs or cubicle handles, and floors	X	X	Daily, or immediately if visibly soiled.
Toilet bowls	X	X	Daily.
General Facility			
Mops and cleaning rags	X	X	Before and after a day of use, wash mops and rags in detergent and water, rinse in water, immerse in sanitizing solution, and wring as dry as possible. After cleaning and sanitizing, hang mops and rags to dry.
Waste	X		Daily.
Any surface contaminated with body fluids: saliva, mucus, vomit, urine, stool, and/or blood	X	X	Immediately, as specified in Standard 400.5111b, Technical Assistance Licensing Online Manual.

Adapted from *Keeping Healthy*, National Association for the Education of Young Children, 1999.

Additional Resources

American Academy of Pediatrics - www.aap.org

National Association for the Education of Young Children - www.naeyc.org

American Red Cross - www.redcross.org

National Resource Center for Health and Safety in Child Care - <http://nrc.uchsc.edu>

Barry / Eaton Health Department - www.barryeatonhealth.org

Sick Children

It is the policy of the program to temporarily remove children from care who may be infectious or demonstrate physical symptoms that require continual one-to-one care.

Guidelines for excluding sick children:

- Fever of 100.4 degrees and higher (Covid 19 temperature rule)
- Eye discharge (conjunctivitis is extremely contagious)
- Any unidentified rash.
- Recurring diarrhea
- Recurring vomiting
- Excessive cough and/or nasal discharge (green or yellow in color)

A child may return to the program when:

- The child's temperature has been below 100.4 degrees for 24 hours without Tylenol or any other medication.
- The child has been diagnosed as having a bacterial infection and has been on an antibiotic for 24 hours.
- It has been 24 hours since the last episode of vomiting or diarrhea without medication.
- The nasal discharge is not thick, yellow, or green.
- Eyes are no longer discharging, or condition has been treated with an antibiotic for 24 hours.
- The rash has subsided or the physician has determined that the rash is not contagious.
- Occasionally, the program, for a child to be re-admitted will require a written note from the child's physician.

Lice Procedures

A common occurrence is lice among small children. When handling a lice situation our programs follow the steps listed below.

With family notification or found onsite, the Center will:

- Clean all materials immediately
- Post notifications of exposure on the Center doors and in the parent communication area
- An email will be sent to all families
- Child will be moved in a location away from the other children but in sight of staff and family will be called to pick up the child. Treatment should be sought from the child's physician.
- Children will be checked upon return to the Center

Please call the Center and leave a message with your child's name, the current date, and the symptoms or diagnosis to let the Center know your child will not be attending on a scheduled day.

If your child becomes ill while at the Center, you will be called to take your child home. We would like you to pick your child up within one hour of the phone call. We strongly suggest that you have an alternate plan of action for childcare to cover these situations.

Staff Health Policy

Staff members are to follow the same illness guidelines presented above about reporting to the Center.

MEDICATIONS

Families must complete the Medical Permission and Instructions (BCAL-1243) form for **all** medications (prescription and non-prescription) including any oral or topical prescription medications.

Please fill out the Medical Permission form completely, indicating the dosage, times given per day and number of days to be given. Be as detailed as possible about when and why to administer a dose of an oral, non-prescription medication.

- The dose on the medication form must match the dose indicated on the prescription label or, for non-prescription medication, must match the dose indicated on the container for the child's age and weight. Note: If a nonprescription medication indicates that a physician should be consulted for the dosage, written instructions must be obtained from the physician before administering the medication.
- A separate medication permission form is required for each medication for each individual child.
- The medication permission form must indicate a beginning date but can have "ongoing" as an ending date and "as needed" for the time the medication will be provided for medications that will only be provided in an emergency (e.g., EpiPen) or for medications that will be provided on an as-needed-basis (e.g., Tylenol when a child complains of a headache or has a fever).
- Families are responsible for providing liquid measuring syringes or measuring spoons for administering medication. If using a syringe, please mark the appropriate amount.

- An “as needed” written permission is sufficient for topical nonprescription medication. The date, time and amount of medication given does not need to be documented on the medication permission form.

Topical non-prescription medication includes, but is not limited to:

- Sunscreen
- Insect repellent
- Diaper rash cream
- Antibiotic ointment
- Rubbing alcohol
- Hydrogen peroxide

Topical non-prescription medication does not include:

- Hand sanitizer
- Hand or body lotion, including Vaseline®
- Lip balm

Any change in the prescription, dose or times to be administered requires a new medication permission form.

Medications will always be stored out of the reach of children and not left in backpacks or diaper bags where they may be available to curious children.

CHILD ACCIDENTS AND INCIDENTS

An incident includes, but is not limited to, the following:

- A child is lost or left unsupervised.
- Alleged sexual contact between children or a child and a staff member or volunteer.
- Physical discipline of a child by a staff member or volunteer.
- Minor injuries: cuts and scrapes will be treated with basic first aid.

Families will be notified when there is a serious injury:

- Phone call, Email or Text message.
- Written injury report received at pick up.

The Center will make a verbal report to the Michigan Department of Licensing and Regulatory Affairs within 24 hours of the occurrence of any of the following:

- A child is lost or left unsupervised.
- An incident involving an allegation of inappropriate contact.
- The death of a child in care.
- A fire on the premises of the Center that requires the use of fire suppression equipment or results in loss of life or property.
- The Center is evacuated for any reason.

- A notification from a family that a child received medical treatment or was hospitalized for an injury, accident, or medical condition that occurred while the child was in care.

CHILD PROTECTION LAWS

The Child Protection Law of Michigan mandate the YMCA to report immediately to the Department of Health and Human Services (DHHS) any "suspected cases of abuse, neglect, child sexual abuse or sexual exploitation."

BEHAVIOR MANAGEMENT & DISCIPLINE POLICY

YMCA of Barry County staff uses developmentally appropriate positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation.

Redirection is used in all our classrooms for behavior management. The staff will use the following steps to help children manage behavior:

1. Verbally redirect the child to an appropriate activity or use of materials.
2. Talk to the child and help express any feelings he/she is having.
3. Give an opportunity for the child(ren) to problem solve, under staff direction, and give suggestions for solutions when necessary.
4. Remove child from the source of the conflict for an age appropriate time span (approx. 1 minute per age only for children over 3) to calm down and think of an alternate activity.

If a serious problem develops with a child, the family will be notified. If a problem persists, a conference will be held between the family and the Childcare Director.

Staff will not use any of the following as methods of discipline:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- Restricting a child's movement by binding or tying them.
- Inflicting mental or emotional punishment, such as humiliating or shaming or threatening a child.
- Depriving a child of meals, snacks, rest or necessary toilet use.
- Confining a child in an enclosed area, such as a closet, locked room, box, or other cubicle.
- Developmentally appropriate restraint may be used when reasonably necessary to prevent a child from harming himself/herself or to prevent the child from harming other persons or property.

SAFETY DRILLS

All childcare centers will have written procedures for the care of children and staff for each of the following emergencies:

- Fire
- Tornado
- Other natural or man-made disasters
- Serious accident/illness/injury
- Crisis management including, but not limited to, intruders and bomb threats

In the event of fire, children will be accounted for and evacuated from the building and remain in the designated area for each site.

In the event of severe weather, children will be evacuated from their classrooms to a designated safe space within the site.

All drills will be performed according to licensing protocols or quarterly.

Each year the childcare centers will perform lockdown drills in case of an emergency. Children are taken to a secure location within the building. In the event of an actual lockdown, the building will remain locked until the emergency situation has passed.

In any of the above situations, if you choose to pick your child up, the child will only be able to be released to a person listed on their emergency card when it is safe to do so.

VISITING THE CHILD CARE

We love that families want to check on their child and it's a wonderful thing.

To lower disruptions, please call first and limit your visits to "peeking" through the door to see how your child is doing first before you enter a classroom.

We know the children may be getting used to the Center and it may take some time for them to adjust. The staff will contact you if your child is having a difficult day or becomes sick.

PARENT WORKING HOURS

We promote family as the child's first form of education as their first teachers. We want to strive to have continuity with all families and we understand every situation is different.

Please let the staff know if your hours are changing for the day or the week.

The Center is available for your child while you are at work. Please pick up your child if you need to do other activities that are not work related. Please abide by this policy so your child is not at the Center for more than 9 or 9.5 hours a day.

In order to promote consistency and educational skills your child may attend 9 am-2:30 pm if needed for scheduled days off (DHHS only allows for childcare time when families

are working). If extra time is needed outside of your scheduled agreement, please make arrangements with the Program Director in advance to ensure the Center will be adequately staffed (not all situations can be accommodated).

If there is a need for your child to attend while you are not working, please follow these guidelines to ensure the Center is following all required staff to child ratios. Every effort will be made to try to accommodate family schedule changes.

INTEGRATED PESTICIDE USE

The Center will update all families of the use of pesticides inside or outside the building. Notice will be posted containing the name, target pest or purpose, the location, the date of application, a toll-free number to call for more information. Applications will not be performed until all the families and staff are gone from the Center.

CONSENT AND RELEASE

On many occasions, your child may be photographed while at the Center. YMCA of Barry County may use these photographs in program planning and/or public relations. They also may be used in various types of advertising such as newspapers, public television, YMCA of Barry County publications, internet, etc. For this reason, we request that each parent/guardian sign the release.

MODIFICATION OF TERMS

YMCA of Barry County will be entitled to change any policies and terms of contract, including but not limited to fees, by providing the parent(s) with two (2) weeks written notice of such changes.

GOVERNING LAW

This contract will be construed and enforced in accordance with the laws of the State of Michigan.

By signing this contract, the undersigned represents that he/she understands and agrees to the terms and conditions of this contract. Breach of this contract in any way by the undersigned may result in the immediate termination of childcare services and possible lawsuit.

Family Acknowledgement Sheet

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigations and all related action plans.

This Center maintains a licensing notebook and is available to families during business hours. Please ask the Program Director if you would like to view it.

Licensing inspection and special investigation reports from the past two years are available on the Department of Licensing and Regulatory Affairs (LARA) website at: http://www.michigan.gov/lara/0,4601,7-154-63294_5529---,00.html

We the family of _____

(1. Family member) (2. Family member)

acknowledge that we have read the entire Childcare Family handbook and agree to the policies and procedures written within.

We also acknowledge that payments are due the week before care is needed for the time the child or children are in the program. I realize that if I do not follow the policies and procedures my childcare could be terminated.

I agree to pick up my child after work as soon as I can do so safely. _____ (Initials)

I/we are also aware of the State of Michigan Licensing Rules for Childcare Centers licensing handbook.

Signed _____ Date _____

Signed _____ Date _____

I hereby give YMCA of Barry County the right and permission to copyright and/or publish or use pictures of my child made through any media for art, advertising, digital communication or any other lawful purpose whatsoever.

___ Yes, I grant full permission

___ Yes, I grant full permission for Internal use ONLY

___ No, I do not grant permission

TURN THIS PAGE INTO THE CENTER