



# YMCA OF BARRY COUNTY

## Y Time Preschool and School Age Program Family Handbook

2350 Iroquois Trail, Hastings, MI 49058

Ph: 269-316-0743

We are excited to have you join the YMCA of Barry County Y Time 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.
- **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.

### OUR AREAS OF FOCUS:

The Y is a cause-driven organization dedicated to youth development, healthy living, and 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 that 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.

## 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 the exchange 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 Y is best able to meet a child's needs when special needs are identified prior to enrollment. The Program Administrator 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. Y Time cannot provide one-on-one care.

Families will be required to complete the Youth Program Exceptional Learners Need Accommodation 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 their participation poses a substantial 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 the 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, audiotape, 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](mailto: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 to be completed and signed for admission to Y Time:

1. Child Information Record from the State of Michigan
2. Immunization Record from the child's physician for ages birth to 5 years old in preschool
3. School Age Health Statement for grades YK+
4. Annual Acknowledgement and Permission Form, and that you were informed of our licensing notebook or licensing website.
5. The Health Appraisal Form, to be completed by a doctor within 30 days for infants through preschool.
6. Payment and Enrollment Agreement and Family Handbook Acknowledgement and media Release Form.
7. Household Income Eligibility Statement and 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 there is a change in the family's structure. 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 Administrator 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 of two weeks' notice to the family.

Please check with the Office Manager 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 contact their consultant to initiate the process and obtain the necessary paperwork (DHS-4024) for the Program Administrator to complete.

The YMCA of Barry County makes every effort to work with families during times of hardship. Families are expected to communicate with the Office Manager early to explore possible solutions.

Billing on all accounts will occur according to the payment schedule agreement; regardless of attendance, accounts 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. There will be a daily rate.

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 Administrator at least 2 weeks written/emailed notice.

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

## TERMINATION OF ENROLLMENT & WITHDRAWAL POLICY

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

- Non-payment of tuition
- Abuse of children, staff, or property by a child or a family member
- Violation of the Y Time policies by a child or a family member
- Disruptive or dangerous behavior towards other children or staff from a child or a family member
- Y Time'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 for their final two weeks.

## STAFF AND VOLUNTEERS

At the center, we select our teachers to meet the needs of children. Our lead teachers have college degrees and/or are 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 the 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 or School age training annually. This will be in the form of MiRegistry, staff meetings, college credits, or community training.

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

Any volunteers who interact with children will have to fill out the YMCA Voluntary Disclosure Statement, which will be turned into the YMCA office for review. Then, a complete background check from [campbackgroundchecks.com](http://campbackgroundchecks.com) will be processed.

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

## HOURS OF OPERATION / HOLIDAYS

The centers are open from 6:30 am to 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
- Christmas Day
- Week of Christmas (may include Christmas Eve & a few extra days)
- New Year's Eve Day (if not included in the Winter Break schedule)
- 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 recommendations occur. 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 the event of an unexpected closure, such as severe weather, travel restrictions, or power outages, the Program Director will contact the families. The YMCA of Barry County staff will make every attempt to have the Y Time remain open with the safety of families and staff in mind.

If Hastings Area Schools Childcare Center is closed, Y Time programs may also be closed, but it is at the discretion of the YMCA. Please check the YMCA of Barry County's Facebook page and our Lillio App, where we will notify you.

Tuition will remain in place (with no refunds) when the Center is closed due to holidays, staff training, safety and weather-related issues, or any unforeseen circumstances. The Chief Executive Officer reserves the right to make any changes to the policy as needed.

## 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 before you leave the building.

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

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

Please ensure that whoever is picking up your child is aware that they will need to provide a photo ID before we release your child.

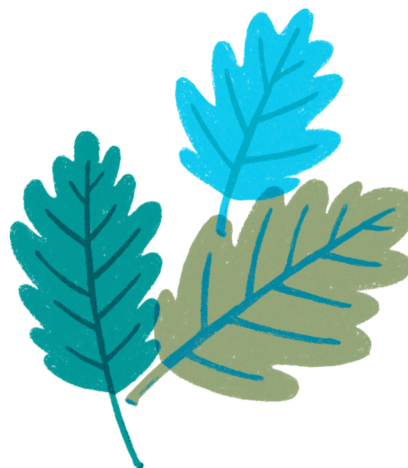
## TYPICAL DAILY SCHEDULE

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 – 2:30 pm

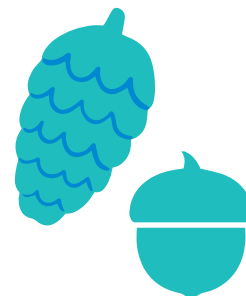
### TYPICAL SCHEDULE:

- 6:30 – 8:00 | Drop-Off/Free Play
- 8:00 – 8:30 | Healthy Breakfast
- 8:30 – 10:30 | Outdoor Education and Circle time
- 10:30 – 11:30 | Outdoor Play /Physical Activity
- 12:00 – 12:30 | Healthy Lunch
- 12:30 – 2:30 | Quiet Time
- 2:30 – 3:30 | Healthy Snack
- 3:30 – 4:30 | Outdoor Learning/Physical Activity
- 4:30 – 6:00 | Free Play/Pick up



Curriculum: Project Learning Tree, Project Wild, and Zoo Phonics

We are committed to incorporating nature-based learning into our curriculum.





# FOOD SERVICE AND NUTRITION REQUIREMENTS

Food provided by Y Time will be of sufficient quantity and nutritional quality to meet 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, development, and developmentally appropriate learning experiences. Snacks and meals must meet the meal pattern guidelines established by the CACFP (Child & Adult Care Food Program) and the 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.
- Tables will be washed with soap and water, followed by a water solution and with a disinfectant, before and after meals. Children helping will be permitted to use soap and water spray bottles only.
- 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 the 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.
- 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 ensure that a child with special dietary needs is provided with snacks and meals in accordance with the child's needs and with the instructions from a licensed physician.

Please do not bring in food from outside sources (such as a restaurant), as it often does not meet the requirements set by State Licensing and Y USA Healthy Eating Guidelines. If bringing a lunch from home, please ensure it is a healthy option. Healthy items are not fried, and do not have large amounts of salt or sugar.

Birthday and Holiday celebrations should have "pre-packaged" age-appropriate snacks. Please discuss this with the Program Administrator 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 for all children that can be left at Y Time 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 daily programming.

Dress your child in clothing that is washable and comfortable. Your child should come to Y Time dressed appropriately for the weather and for outdoor play. We do not have extra staff to care for children who cannot go outside due to a lack of appropriate outdoor 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 on a regular basis.

All children younger than 5 years old will need:

- 2 sets of extra clothes. For those being toilet-trained, we request that 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, rain/snow boots, bathing suit, towels, rain gear, 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, electronics, cellphones, etc., belonging to your child, as they may be damaged or misplaced at the Y. 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.

## QUIET TIME

Young children benefit from scheduled periods of rest. This rest may take the form of actual napping or quiet time. While naptime or quiet time is required, not all children will fall asleep.

- Children under 4 years of age will be provided opportunities to rest regardless of the number of hours in care.
- Children will rest or sleep alone on a cot.
- Naptime or quiet time must be provided when children under school age are in attendance for five or more continuous hours per day.
- For children under school age who do not sleep at rest time, quiet activities should be provided, such as reading books or assembling puzzles.
- Resting or sleeping areas must have adequate soft lighting to allow the childcare staff member to assess children.

# HEALTH SERVICES PLAN

## Children and staff hand washing steps:

1. Use warm water and liquid soap.
2. Rub your hands together, including:
  - a. Back of hands
  - b. Wrists
  - c. Between fingers
  - d. Under nails
3. Rinse well under warm running water.
4. Dry your hands with a paper towel.
5. Turn off the water faucet with a paper towel.
6. Dispose of paper towels in a lined, covered trash can.



## Staff will wash their hands (before and after):

- Starting work / entering the classroom
- Contaminated with blood/bodily fluids
- Using the restroom
- Assisting a child in the bathroom
- Handling pets or animals
- Eating / Drinking
- Dressing an injury
- Taking/giving medication
- Coughing, sneezing, blowing nose
- Preparing/serving food

## Children will wash their hands (before and after):

- Contaminated with blood or bodily fluids
- After outdoor play
- Using the restroom
- Before taking medication, Handling Bodily Fluids
- Handling pets or animals
- After coughing, sneezing, or blowing the nose
- Eating / Drinking

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 adherence to professionally established guidelines (e.g., standards of the Occupational Safety and 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

Diseases can be transmitted through various channels; the most effective way to prevent their spread is with a comprehensive approach. In addition, because the methods for preventing the spread of illness are 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 will also 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 we follow:

- 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

State of Michigan CHILD CARE CENTER RULES- TECHNICAL ASSISTANCE AND CONSULTATION MANUAL – Child Care Licensing Division – section R400.8325 – to see examples.

<https://www.michigan.gov/mileap/early-childhood-education/cclb/providers/tech-cons>

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:
  - Commercial sanitizers (products labeled as a sanitizer purchased at a store). Caution should be exercised to ensure they are used according to the manufacturer's instructions.

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.

## ADDITIONAL RESOURCES

- American Academy of Pediatrics – [www.aap.org](http://www.aap.org)
- National Association for the Education of Young Children – [www.naeyc.org](http://www.naeyc.org)
- American Red Cross – [www.redcross.org](http://www.redcross.org)
- Barry / Eaton Health Department – [www.barryeatonhealth.org](http://www.barryeatonhealth.org)

## SICK CHILDREN AND STAFF

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 and staff:

- Fever of 100.4 degrees and higher
- 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 or staff member 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 the 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
- The child will be moved to a location away from the other children, but in sight of the staff, and the 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 or post a message in the Lillio App 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.

# 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. It 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 do not need to be documented on the medication permission form.

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

- Sunscreen
- Antibiotic ointment
- Insect repellent
- Rubbing alcohol
- Diaper rash cream
- 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.

Y Time will make a verbal report to the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) 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 mandates 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

The Center staff use developmentally appropriate, positive methods of discipline that 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 their behavior:

1. Verbally redirect the child to an appropriate activity or use of materials.
2. Talk to the child and help them express any feelings they are having.
3. Give an opportunity for the child(ren) to problem-solve under staff direction and offer suggestions for solutions when necessary.
4. Remove the 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, 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 a fire, children will be accounted for and evacuated from the building, and they will 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 been resolved.

In any of the above situations, if you choose to pick up your child, they will only 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 before you enter a classroom.

We understand that the children may be getting accustomed 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 strive to maintain continuity with all families, and we understand that every situation is unique.

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 adhere to this policy so that your child is not at the Center for more than 9 or 9.5 hours a day, if possible.

If extra time is needed outside of your scheduled agreement. Please plan with the Program Administrator in advance to ensure the Center will be adequately staffed (not all situations can be accommodated). If this includes adding days to your part-time status, and extra charges may need to be added to your payment schedule.



## INTEGRATED PESTICIDE USE

The Center will update all families on 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, and a toll-free number to call for more information. Pesticide 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 Y Time. YMCA of Barry County may use these photographs in program planning and/or public relations. They may also be used in various types of advertising, such as newspapers, YMCA of Barry County publications, website, Facebook, etc. For this reason, we request that each parent/guardian sign the Handbook and Acknowledgement and media release form and indicate their preferences for media.

## MODIFICATION OF TERMS

The YMCA of Barry County reserves the right to modify any policies and terms of the 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 they understand and agree 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.

