

# GROW LEARN DISCOVER



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Early Learning Programs | Parent Handbook  
YMCA OF GREATER WAUKESHA COUNTY

[GWCYMCA.ORG](http://GWCYMCA.ORG)



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# WELCOME TO THE Y

Thank you for choosing our Preschool, 4K, or Early Learning program! We believe that children are like sponges – they watch and absorb knowledge, skills and values from everything and everyone around them. At the Y, we believe the values and skills learned early on are vital building blocks for future success. That’s why our YMCA teachers understand the cognitive, physical, and social development of kids, the need that children have to feel connected and supported in trying new things, and the caring reinforcement parents and families need to help each other.

We are excited that you are joining us this year and hope that you and your child enjoy becoming a part of our program. We look forward to spending a great year with you and your entire family.

Please feel free to contact us at any time, for any reason, as our door is always open.

Here’s to a great year!

YMCA Early Learning Staff

## OUR MISSION

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

## PROGRAM OBJECTIVE

We strive to educate children in a hands-on, curriculum rich, and safe learning environment with a focus on healthy lifestyle choices.

## PROGRAM GOALS

- Learn an appreciation of others through the YMCA’s core values of caring, honesty, respect and responsibility.
- Gain an appreciation of the world around us.
- Develop peer relationships.
- Follow a classroom routine and develop trust in the school environment.
- Develop cultural awareness.
- Enhance large and fine motor, cognitive and language skills through developmentally appropriate activities.
- Build self-confidence through daily routine and develop a portfolio to track learning progress.

## CHILD PHILOSOPHY

- Parents are the most pervasive and influential teachers of their children.
- Curriculum is everything that a child experiences, from the time they get up in the morning until the time they go to bed in the evening.
- Each child’s uniqueness must be respected and fostered.
- Children grow and develop at individual rates that are often unique and unrelated to their calendar age.
- Children need an individualized curriculum that begins with what they already know and moves slowly from the concrete to the abstract.
- Children learn best through direct involvement with their environment.
- Play enables children to make sense of their environment and is essential to learning.

# ENROLLMENT

## REGISTRATION

- \$50 registration fee per child to reserve a spot for the upcoming school year.
- All required forms must be fully completed and turned in at the time of registration.
- Parents should keep these forms updated by notifying the Business Services department of any changes.

## TUITION

- Payment must be made in full no later than the 15th of the month to reserve a spot for the following month. (E.g., pay by October 15th to reserve a spot for November.)
- Convenient monthly bank or credit card draft will be set up upon enrollment.
- A \$10 late fee will be assessed for all late payments.
- Returned checks and returned drafts will result in a \$10 charge.
- No refunds are given.

## FINANCIAL ASSISTANCE

Individuals and families may apply for financial assistance for membership or programs. Assistance is based on a number of factors, including total household income and number of dependents. The process is confidential and application forms/brochures about the program are available at each YMCA of Greater Waukesha County location or online at [gwcymca.org](http://gwcymca.org).

## PROGRAM WITHDRAWAL

To withdraw your child from their Early Learning Program, you must do so in writing by the 10th of the prior month. Cancellation must be done through our Business Services department.

## TERMINATION

If your child is removed at the request of the YMCA, there will not be a notification period. The YMCA reserves the option to withdraw a child for any of the following reasons: non-payment of fees as agreed upon, repeated failure of parents to pick-up on time, failure to provide forms, or current medical information as stipulated by The Department of Children and Families State Licensing and this handbook, continuous disciplinary problems, or hostility by parents toward YMCA staff or volunteers. Terminations may be appealed in writing to the Program Director.

# PARENT INVOLVEMENT

We believe that parent communication is key to a successful early education environment. We plan to communicate regularly through email. Emails may be sent reminding families of important events and to communicate any program changes. Please notify us if your email address changes.

## BACK TO SCHOOL NIGHT

Parents and students are encouraged to attend our back to school event. Dates will be posted at each YMCA location.

## PARENT & TEACHER CONFERENCES

We invite parents to schedule at least two parent-teacher conferences throughout the school year

## VISITS & VOLUNTEERING

We always welcome parent volunteers. Parent participation is key in a child's education. All visits and volunteer opportunities must be arranged in advance through the Program Director. Parent volunteers will not be responsible for children. If you are interested in volunteering on a reoccurring basis, you will be required to complete a Volunteer Application.

## PROGRAM MATERIALS

To the extent possible, the YMCA will make all efforts to provide program materials (including the program philosophy) in the native language of our families.

## PROGRAM QUESTIONS

Families with input on program policies and procedures are welcome to contact the Program Director with their suggestions.

# A TYPICAL DAY

As each Early Learning Program is unique in its structure and organization, the following sample schedule is intended to provide you with a basic idea of the many parts of your child's day. Please contact your YMCA's Program Director for a site-specific schedule.

## SAMPLE SCHEDULE

9:00 AM	Welcome
9:15 AM	Opening Circle Time/Thematic Unit
9:30 AM	Centers
10:15 AM	Snack
10:30 AM	Small Group/Art
10:45 AM	Outdoor/Indoor Group Gross Motor
11:15 AM	Music and Movement/Story Time
11:30 AM	Departure

**CIRCLE TIME** is a fun way for students to start or end each day. It provides consistency and encourages independence in students. Some circle time activities may include exposure to calendar counting, days of the week, seasons, singing songs and talking about the day's weather. Theme related books and stories and thought provoking class discussions may also be incorporated.

**MUSIC AND MOVEMENT** is where children participate in singing songs, moving creatively along to music and making music with instruments.

**OUTDOOR PLAY** consists of both structure play and free choice time. Materials are added to the outdoor area, as learning continues beyond our four walls.

# EDUCATION

## INTEGRATED, HIGH-QUALITY CURRICULUM

Our Early Learning programs use the Starfall curriculum or another curriculum which aligns to their local school district. Our curriculum integrates math, science, health, social studies, physical movement, early literacy and social-emotional development, using guided instruction and imaginative play. Our programs use research-based lessons that are aligned to the Wisconsin Model Early Learning Standards and provide the foundations for a high quality learning environment that helps children become enthusiastic learners and to foster a lifetime love of learning.

## WI MODEL EARLY LEARNING STANDARDS

Our Early Learning Programs at the Y align the curriculum with the Wisconsin Model Early Learning Standards, recommended by the State of Wisconsin. The "WMELS" standards specify a developmental continuum that reflects attention to all domains of a child's learning and development.

# CENTERS

Centers are a wonderful learning opportunity where children are given the option to visit particular stations. Some of the daily center choices may include:

## DRAMATIC PLAY

Children act out roles as they develop new skills. They learn about themselves and the world around them. Children also learn from one another as they interact in socio-dramatic play. Children learn to be flexible and cooperate with others by negotiating and playing together. The House Corner is a key area for learning about feelings, emotions, self-regulation and conflict resolution.

## ART

This area offers all aspects of a child's development. Art is also an outlet that lets children convey what they may not be able to say with words.

## LIBRARY

Children expand their imaginations while learning the importance of print, learn to deal with difficult events through age appropriate stories and become familiar with different genres, including, stories, poems, rhymes, folk and fairytales and biographies.

## WRITING

Using thick pencils, markers, chalk, crayons, dry erase markers, paper, stencils, stationary, envelopes, stamps and a variety of other tools children can begin to develop their writing skills.

## BLOCKS

Children will acquire a concrete understanding of concepts essential to logical thinking. They learn about sizes, shapes, numbers, order, area, length and weight as they select, build and clean up blocks.

## SENSORY PLAY

This area allows children to encounter principles of math and science firsthand. Sensory play can be used effectively to challenge and soothe children's mind and body.

## TABLE TOYS

Children will enhance and practice hand eye coordination while completing puzzles, peg boards, stringing beads, etc. This area also allows the opportunity for children to work on small muscle skills, taking turns, math concepts and literacy.

# CLASSROOM GUIDELINES

## CLASSROOM RULES

We will have a set of classroom rules posted in the classroom that the class will review on a consistent basis. Rules may include things such as “inside voices”, “gentle hands” or “walking feet.” All rules are phrased positively and are simple for children to understand.

## CHARACTER COUNTS

At the YMCA, we believe that character counts in everything we say and do. We emphasize four core values through our program. We hope that all of our staff, children and parents will join us in teaching each other about what it means to be a person of character. The four core values are:

**HONESTY** Being honest, dependable and loyal

**RESPECT** Showing courtesy and manners

**CARING** Being kind, compassionate and understating, showing love and charity to others

**RESPONSIBILITY** Being accountable, doing your best

## CLASSROOM RATIOS

CHILDREN'S AGE	MIN. # OF STAFF TO CHILDREN	MAX. # OF CHILDREN IN A GROUP
0 - 2 Years	1:4	2:8
2 - 2 ½ Years	1:6	2:12
2 ½ - 3 Years	1:8	2:16
3 - 4 Years	1:10	2:20
4 - 5 Years	1:13	2:26

# CHILD GUIDANCE

The goal of our Early Learning Programs is to guide children in becoming cooperative, happy and responsible participants through positive, nonthreatening teaching techniques involving problem solving, communication and negotiation skills. Environmental room arrangements and setting of limits shall be carried out to help each child learn self-control, make correct choices, identify feelings and develop a healthy understanding and respect for others. Children will practice using the art of communication and negotiation in settling any dispute that arises between them. Teachers will be in close proximity to encourage children and use active listening to help facilitate negotiation skills.

Daily schedules and weekly lesson plans will be posted inside and outside all classrooms. They will be followed to provide consistency, help children thrive and build their bond of trust with his/her teachers.

# BEHAVIOR MANAGEMENT

As a parent/guardian you can expect the following from our teachers:

- Developmentally appropriate expectations for children
- Positive redirection
- Logical and appropriate consequences
- Role models of appropriate behavior
- Ignore minor misbehavior
- Consistent expectations
- Each child is treated as an individual, respecting his/her needs, desires and feelings
- Acknowledgement when a child has made a good choice
- Teamwork and communication with parent
- Positive, developmentally appropriate discipline will be used when necessary to reinforce appropriate behavior. Staff shall never make a child feel a lack of self-esteem or self-worth. Physical punishment is never appropriate!
- Appropriate forms of discipline that may be used:
  - Going over types of acceptable behaviors with the child
  - Reviewing the choice that was made and what might have been a better choice
  - Redirection of inappropriate behavior
  - Loss of privileges
  - At times children may be removed from the situation or activity in order to cool down and talk about the situation with staff. We do not promote timeouts but will use “cool down” periods as a last resort. Dialog with a teacher will always follow the “cool down” period and will not last more than 5 minutes.



# CHILD SAFETY

## YMCA DELEGATION OF AUTHORITY

1. Classroom Teacher
2. Program Director
3. YMCA Branch Executive Director
4. YMCA of Greater Waukesha County Chief Executive Officer

## NON-DISCRIMINATION

The YMCA is committed to providing equal opportunities and does not discriminate by race, color, sex, age, national origin, religion, creed, or special needs. YMCA Early Learning Programs will be managed by a Program Director. Please refer to the YMCA Delegation of Authority Services with questions or concerns related to program structure.

## CHILD CARE INCLUSION STATEMENT

The YMCA welcomes all children. It is the policy of the YMCA to provide a safe environment for all children. The YMCA has the obligation to ensure the physical and emotional safety of each of the children entrusted to its care. To the extent it is reasonably able to do so, the YMCA will provide accommodations to children with varying abilities in the same manner as services are provided for other children of comparable age.

## CONFIDENTIALITY POLICY

All children's records will be maintained by staff to insure confidentiality of all personal information. Parents, or persons authorized in writing by parents, may access children's records and reports upon request. Only agencies with legally authorized access will be able to review records. Staff and volunteers will maintain all information in a confidential manner. In addition, information regarding a child's needs will only be shared with staff that is responsible for the individual.

## ABUSIVE HEAD TRAUMA PREVENTION

Abusive Head Trauma occurs when an infant or young child is violently shaken. The shaking may only last a few seconds, but it can cause severe brain damage and even death. Effective April 1, 2007, the law requires all childcare employees, substitutes, volunteers who are considered for ratio purposes, assistants, and everyone else who works directly with children five years of age and younger to complete a training on Abusive Head Trauma. The law requires each person to be trained only once. The YMCA will provide an annual review for those who have already received the initial training. The training will be provided to all new employees as they are hired by the YMCA.

## PREVENTION POLICY FOR CHILD ABUSE/NEGLECT

Parents are invited and encouraged to visit the program sites. Please contact your teacher for more information. Staff and volunteers providing direct care for children at the YMCA will be identified by a uniform, badge/name tag that is familiar to the children. The Program Director will visit classrooms to ensure that program quality, standards and policies are being maintained. Written reports on these observations will be maintained by the Program Director.

Staff and volunteers will be alert to the physical and emotional state of all children in the program. When any sign of injury or suspected child abuse is detected, the Program Director will be notified immediately and 911 or Child Protective Services will be called. The YMCA will offer information on child abuse and assistance to parents and staff through workshops, counseling, and use of printed and audiovisual resources as requested.

Under no circumstances will staff release a child to anyone other than the authorized parents, guardians, or to an individual authorized by the parents in writing (including relatives of children). Sign in and sign out logs will be maintained on a daily basis and kept on file at the program site.

Staff and volunteers will not discipline children by use of physical, verbal, or emotional punishment. In addition, they will not fail to provide the necessities of care, such as food and shelter.

Three reference checks on all prospective employees will be conducted, documented, and filed prior to employment. Criminal record checks are conducted on all staff and volunteers working with or around children annually. YMCA and The Department of Children and Families approved Child Abuse Prevention training will need to be completed within the first 90 days of employment and renewed every two years. This training will include information about the signs of possible child abuse and approved procedures for reporting the suspicion of abuse.



# CHILD SAFETY (CONTINUED)

## REPORTING OF CHILD ABUSE/NEGLECT

When there is suspicion of child abuse or neglect, 911 or Child Protective Services and the Department of Children and Families must be notified immediately. Any evidence of unusual bruises, contusions, lacerations, or burns found during the informal health check shall be noted on the child's record and reported immediately to the Program Director. The YMCA will follow the procedures below:

- Fill out an incident report with the facts and record it in the Medical Log.
- Notify the Program Director and the Branch Executive Director.
- Program Director will immediately notify 911 or Child Protective Services. This agency will conduct the investigation and give further instructions. In the event the reported incident involves an employed staff person or volunteer, the Program Director after consulting the Branch Executive Director would, without exception, suspend the person from all activities involving the supervision of children until an investigation is completed.

Regardless of where or under what circumstances the alleged incident took place, if an employed staff person is involved, it will be considered job related and affecting job performance. Reinstatement of a staff person or volunteer will occur only after all allegations have been cleared to the satisfaction of the responsible Executive Director and the investigating agency. All staff and volunteers will be sensitive to the need for confidentiality in the handling of information in this area and will be instructed to discuss matters pertaining to abuse or suspected abuse only with the Program Director. Staff and volunteers may not contact children or parents involved in an alleged child abuse incident without the permission of the YMCA of Greater Waukesha County CEO.

## ADULT UNDER THE INFLUENCE

If the staff feels the adult in question is not in a condition to be driving, the following options are available:

- Call another authorized adult to pick the child up.
- Call 911 if the adult is aggressive, threatening, or refuses alternative pickup.

Care of the child will be discontinued if the situation happens repeatedly.

## RELEASING A CHILD IN A CUSTODIAL SITUATION

If there is a custody problem, the YMCA is legally bound to respect the wishes of the parent with legal custody. The Program Director may ask for a certified copy of the most recent court order. As the child's caregiver, it must be available. If there is no court order, the YMCA will not accept responsibility for deciding which parent has legal custody. The YMCA may tell the enrolling parent that the YMCA will not be able to care for the child unless both parents are in agreement as to who is allowed to pick the child up and at what days or times.

The YMCA will only allow one person to be financially responsible for the account.

## RELEASING A CHILD TO UNAUTHORIZED PERSON

If an unauthorized person attempts to pick up a child, the staff will not release a child under any circumstances. All individuals on the authorized pickup list must be in writing prior to picking up the child. The well-being of all children enrolled in YMCA Extended Care is of primary importance. The responsibility of the provider is to see that the child is safely supervised. Staff will ask for identification when the person is not familiar to the teacher.

## FEEDBACK, SUGGESTIONS, GRIEVANCES

We feel that a positive environment exists when parents and the program work together as partners. Parents provide valuable input which we can use to improve our program. The staff at the YMCA appreciates hearing your positive and negative feedback. Our staff is committed to providing the BEST care and experience for each child. If you feel this is not being accomplished, our staff wants this feedback. A parent wishing to share a concern regarding the YMCA, staff, or program should contact their child's teacher first. Parents are urged to be direct and candid with staff when they have concerns. We ask that these discussions do not disrupt or take attention away from the children. Individual conferences can be scheduled upon request.

## GRIEVANCE PROCESS

- Any complaints should first be directed to the teacher in your child's classroom.
- If you feel that your concern has not been addressed, then schedule an appointment with the Program Director.
- If you are still dissatisfied with the way a problem has been handled, you should direct your concerns, in writing, to the Executive Director.
- The Executive Director will review the situation and respond quickly to find a resolution.

# SAFETY PROCEDURES

## INTRUDER/DANGEROUS SITUATION

In the event of a dangerous intruder, classroom doors will be locked and children will be moved to a safe space in the room. Children will squat, putting hands over their heads and, if possible, furniture will be positioned around the children. Each room will be equipped with an operable flashlight. Staff will keep children in the classroom until further instructions are given to move to a designated safe area. A parent/guardian will be contacted to pick up their children if deemed necessary.

## POWER FAILURE

In the event the YMCA experiences loss of power, emergency supplies will be available including a battery operated radio, flashlights and extra batteries. In the event the YMCA loses use of water or has plumbing failure, the Director or designated staff person would notify parent/guardian to pick up children if not resolved in a timely manner. In the event of a telephone outage, Director/staff person will use his/her personal cell phone to notify the appropriate company. In the event of a heat loss, the Director/staff would notify a parent/guardian to pick up the children if not resolved in a timely manner.

## BOMB THREAT

Police will be notified and children will be evacuated according to police instructions. Families will be notified to pick up their children.

## FIRE

Monthly practice evacuations occur so children know the escape route if an emergency were to arise. Children will be guided by the classroom teacher to the nearest emergency exit and to safety. Teachers have attendance sheets and enrollment forms to contact parents and guardians.

## EVACUATIONS

In any event where we are unable to safely remain in the building, we will use the nearest exit and follow the direction of the Manager on Duty. Staff will take attendance sheets and emergency information and parents will be contacted immediately. In the event that parents cannot be reached, the police will be notified, with continual effort to reach a parent/guardian.

## TORNADO

Monthly tornado drills are practiced April through October so children are prepared should the occasion arise. In the event of a warning, students will be guided to the YMCA lower level. Flashlights and battery-operated radios will be available for easy access in the case of severe weather or tornado.

## FLASH FLOOD

In the event of a flash flood and/or warning, children will be moved to the upper level of the YMCA and a parent/guardian will be notified to pick up their child if a threat of flooding is possible.

## INCLEMENT WEATHER POLICY

Each Early Learning Program follows a local school district that guides our inclement weather policy. Available at your Y is a copy of the School District schedule. If the local school district is closed because of inclement weather, our Early Learning Program is closed. If schools are delayed, our Early Learning Program will remain closed for the entire morning. We will make an effort to post these closures on our Facebook page and/or website. In the event of a snow day, the Y will offer a School's Out Fun Day for ages 4-12 years old.

# ACCIDENTS & INJURIES

## MINOR INJURY

If your child suffers a minor injury, our first step is to administer first aid if necessary. Superficial wounds shall be cleaned with soap and water only and protected with a bandage or ice packs for comfort. Parents will be informed of injury when they arrive for the child.

## SERIOUS INJURY

Serious injury is defined as one that requires professional medical treatment such as, but not limited to, burns, concussions, wounds, poison and broken bones. In case of serious injury, the first responder shall make immediate assessment of the condition of the child and the decision for treatment. If paramedics are to be called, parent/guardian will be notified and a staff member will ride in the ambulance to the hospital and stay with the injured child until the parent/guardian arrives. If it is determined that a child needs immediate professional medical assistance, emergency services will transport to the nearest hospital.

## EMERGENCY MEDICAL ATTENTION

The YMCA has complete first aid kits on each level of the facility. When children are taken off-site, teachers take each child's emergency information, health history and a complete first aid kit with them. All teachers are trained in CPR/AED and First Aid procedures. A daily record of all injuries will be kept in the Medical/Injury Log Book, which is located in the classroom. Accident reports will be filled out, reviewed by the Director, and a copy will be placed in the child's file. Any injury to a child or evidence of unusual bruises, contusions, lacerations or burns, in or out of our care, shall be recorded in the Medical/Injury Log Book and reported immediately to the Director; this includes serious injuries as well as any injury that leaves a mark on the skin. In any classroom where there is one teacher, there is always a second adult available within 5 minutes. Parents may review medical log entries pertaining to their own children. The Director will review the medical logbook and child files every 6 months.

## ACCIDENT/INCIDENT FORM

Any time your child is involved in an incident or accident while at the YMCA, our staff will inform you. If staff will not see you or are unable to reach you via telephone, they will write a note to give you that will document the situation.

# STAFF & VOLUNTEERS

## STAFF/VOLUNTEER/SUBSTITUTE TEACHERS

All staff are trained professionals who have expertise in educating and caring for young children and supporting working families. All staff have a minimum of 40 hours in Early Childhood Development. Prior to employment, staff go through an extensive interview process and background and reference checks. After staff are hired, they will receive an orientation that includes, but is not limited to, a review of the following policies:

- DCF 251 licensing rules
- Emergency procedures
- Fire extinguishers
- Job responsibilities and job description
- Training to recognize illness and disease
- YMCA program activities
- Child management techniques
- Curriculum
- Safety/Security of children
- Health and sanitation

Within the first 90 days of employment, all staff are required to complete the following trainings:

- First Aid
- CPR
- Child Abuse Prevention
- Blood Borne Pathogens
- AED
- Abusive Head Trauma Prevention

\*All staff and volunteers receive ongoing professional development.

## STUDENT OBSERVERS/STUDENT TEACHERS/INTERNS

On occasion, the YMCA may have student observers, student teachers, or interns referred by a high school or college. These individuals will be supervised by the Program Director and classroom teacher assigned. In addition, they may be involved in lesson planning, teaching, and interacting with your child. Any visiting students will be expected to abide by our confidentiality policy. Student observers, student teachers, and interns will never be left alone with children and will not be counted in determining teacher/child ratios.

# HEALTH PROCEDURES

## ILLNESS

If a student becomes ill during programming and is unable to participate in activities, the authorized pick up for the day will be notified. Children are not permitted to attend programming if they show any of the following symptoms and should not return to school until they have been symptom free for a full 24 hours. Children will also be sent home for the following reasons:

- A fever 100° F or above (taken under the arm)
- Congestion, nasal discharge or coughing serious enough to hinder the child from participating
- Any rash or sore throat that has not been diagnosed
- Eye inflammation
- Uncontrollable, inconsolable crying or lethargy
- Suspected lice or ring worm
- Stomach flu, vomiting or diarrhea (diarrhea is defined as more than two bowel movements in a day that are looser than normal, watery, unusual odor or color not related to diet)
- Any other suspicious signs which might indicate the onset of illness

## ISOLATION

An isolation area in view of staff shall be provided for the care of children who become ill while at the YMCA. If the area is not a separate room, it shall be separated from the space used by the other children by a partition or other means. This will be used while children are waiting for a parent/guardian to pick them up. Parents are required to have the child picked up within one hour. Emergency contacts will be contacted if the YMCA is unable to reach a parent.

## COMMUNICABLE DISEASE

In the event a communicable disease breaks out at the YMCA, we will post notifications providing the necessary information for the situation. We will also report all necessary communicable diseases to the Health Department and state licensing officials.

## ANTIBIOTICS

If a health care professional prescribes antibiotics, the child must stay out of the program for 24 hours or have a statement from the health care professional stating that the child may return to programming. A child may not attend the YMCA until they have a fever less than 100° F taken under the arm and when unmedicated for 24 hours. If your child becomes ill at the facility, the child will be isolated and we will notify you or the emergency contact person to pick up your child immediately.

## ALLERGIES

Please notify your teacher if your child has any allergies or medical/special concerns we should know about. This information should be documented and given to your child's teacher.

## MEDICATION

Early Learning Program teachers will give prescription or non-prescription medications to a child only when there is signed written authorization form that includes the child's name and birth date, name of medication, administration instructions, medication intervals and length of the authorization dates. All medication must be in the original container. Staff may only administer medication as directed by the parent, not to exceed labeled information.

Upon administering medication, staff will record in the medication log the child's name, the type of medication given, dosage, time, date and their initials.

Medication is kept in a labeled box, locked out of reach of children or in a labeled lock box in the refrigerator. **No medication will be kept at the YMCA without current medication authorization.**

## SUNSCREEN/ BUG SPRAY

With signed parental authorization (registration agreement), all children will have center provided sunscreen applied when dictated by weather. The sunscreen applied is NOAD SPF 50. Please feel free to bring in an alternative sunscreen with your child's name on it if you do not want the YMCA's sunscreen applied to your child.

# HEALTH CARE POLICIES

## SICK CHILD POLICY

It is inevitable that children are going to get sick. When children are in child care, they will undoubtedly get sick slightly more often. The YMCA has to consider not only the individual child, but the health of the other children in care and the needs of parents and staff/volunteers. We do not provide care for children who represent a risk of spreading a communicable disease or illness are not able to participate in activities.

**Please do not send your child if you feel they are too sick to go outside to play or join in normal activities.**

The YMCA follows the recommendations of the Wisconsin Department of Health Services. Below are some illnesses that affect children and may require exclusion.

If a child contracts a communicable disease not listed on the chart, as per ch. DHS145, they may not be in our care. Depending on the communicable disease we may need to report to the Wisconsin Department of Health Services and to Department of Child and Family Services. The YMCA reserves the right to exclude services if we feel it is not safe for other families, staff or volunteers. Parents will be contacted and are expected to pick up your child within 1 hour.

If your child has been diagnosed with a communicable disease, we ask that you share the diagnosis with the Program Director, so that we are able to post a notification of exposure for other families who may have been in contact with your child. It is required that a child remain home for at least 24 hours after a parent has been requested to take the child home because of symptoms of illness. The YMCA reserves the right to require a doctor's release if the child's health is in question.

## ILLNESSES & COMMUNICABLE DISEASES

**FEVER:** When accompanied by behavior changes and/or other signs or symptoms of illness; or the child is unable to participate in normal activities. Use temperature measurement before fever reducing medications are given. Axillary (armpit) temperature: 100 degrees or higher (1 degree will be added from actual temperature).

**DIARRHEA:** 24 hours after diarrhea stops or until medical exam indicates that is not due to communicable disease (diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or watery, bloody or mucus containing stools). Parents will be called to come and get their child after 3 diarrhea episodes.

**VOMITING:** 24 hours after last vomiting episode. Children are sent home immediately after vomiting.

**EYE DRAINAGE (PINK EYE):** 24 hours after treatment has started when thick mucus or pus drainage is present.

**STREP THROAT:** May return 24 hours after antibiotic treatment begins and until the child is without fever for 24 hours (without fever reducing medications).

**HAND, FOOT, AND MOUTH DISEASE:** Child may return when fever is gone and child is well enough to participate in normal activities (lesions or rash may still be present).

**CHICKEN POX:** Child may return when all sores are dry or scabbed, or 5-6 days after rash has begun. \*Report within 72 hours.

**FIFTH DISEASE:** If other rash-causing illnesses are ruled out, child will be excluded until fever subsides. Pregnant women who are exposed need to consult their doctor.

**IMPETIGO:** Child will be excluded until lesions have crusted or until 24 hours after antibiotic treatment has been initiated.

**HEAD LICE:** Child may return after first treatment is completed and no live lice (nits) are seen. Continued nits may be cause for exclusion.

**WHOOPING COUGH:** Child will be excluded until 5 days after initiation appropriate antibiotic therapy, or for 21 days after cough onset if untreated. \*Report within 24 hours.

**RSV:** Child may return when child is without fever for 24 hours and is able to participate in normal activities.

**INFLUENZA:** Child will be excluded for the duration of the illness. Could be excluded for up to 7 days.



# PROGRAM PROCEDURES

## SIGN IN/OUT POLICY

All children must be signed in and out by an adult who is on their authorized to pick up list. We will not release children to anyone who is not authorized, so please make sure this form is updated regularly. All adults that do not regularly drop off or pick up will be asked to show identification.

## ABSENCE

Please notify us immediately if your child will not be attending programming on a normally scheduled date. Please call the number indicated by your child's teacher when your child will not be attending. Please state your first and last name and your child's first and last name as well as the reason for their absence. No credits will be given for absence.

Please do not bring an ill child to the program.

## LATE PICK-UP POLICY

A late fee of \$5.00 per child may be charged for each 10 minute increment that the parent is late.

If you are running late, please call us so we can plan appropriate staffing and reassure your child. If your child is not picked up by 30 minutes past the end of the program day, the local authorities will be called. Chronic late pickup will be grounds for dismissal.

## CLEANLINESS

It is recommended that staff and children wash their hands upon arrival and departure.

Staff and children's hands will be washed with soap and water before eating meals, after eating meals and after toileting. Staff will wash hands before administering medication, helping a child with a disposable tissue while wiping noses, handling bodily fluids and following universal precautions.

Tables used for eating will be washed with soap and water solution then sprayed before and after eating with a disinfectant solution. Toys will be sanitized and wiped with a disinfectant solution every week. Any item a child puts in their mouth, coughs or sneezes on will be sanitized immediately.

## PETS ON SITE AND OTHER ANIMALS

There are no pets on the YMCA premise. If there is to be contact between children and pets, parents will be notified in advance. This contact between pets or petting zoo animals and children shall be under the supervision of a staff member that is close enough to remove the child immediately if the pet shows signs of distress or the child shows signs of treating the pet inappropriately.

## FIELD TRIPS

We will notify parents in advance when classroom trips are planned. Permission slips are required anytime we leave the YMCA.

## POTTY TRAINED

Children must be fully potty trained when entering our Early Learning Programs (with the exception of Y Academy). Diapers or pull ups are not allowed. We know accidents will happen and we handle those incidents with care. Please provide a change of clothes in a zip lock bag in your child's backpack. If your child does not have a change of clothes, a staff member will contact a parent/guardian.

## DONATIONS

We are always very appreciative of any donations received. All donations are tax deductible to the extent provided by the law. Check with your child's teacher for a list of current needs.

## SCHOOL SUPPLIES

Please send a labeled backpack with your child each day, along with a change of clothes in a zip lock bag labeled with their name. Your child's teacher may provide a list of suggested school supplies in your registration packet.

## Y BABYSITTING POLICY

Staff members are not allowed to be alone with any children they meet in Y programs outside of the YMCA program setting. This includes babysitting, sleepovers, and inviting staff members to children's homes unless one of the following conditions exist:

1. Staff and child's family have a relationship that predates the staff member's employment or child's enrollment in the Y program.
2. Staff and child's family are related.

## PERSONAL BELONGINGS

All children's belongings must be labeled with their first and last names. **Please do not bring toys from home.** On show and tell days, make sure to label items with your child's name. Children should wear clothing that is appropriate for movement and messy work. Please be sensitive that whatever you bring for your child **MUST** fit in their bin/backpack. **Staff is not responsible for lost, stained or soiled clothing or any other personal belongings that are lost or damaged.**

# HEALTHY EATING & PHYSICAL ACTIVITY (HEPA)

In response to a call by former First Lady Michelle Obama and the Partnership for a Healthier America, the Y has expanded its longtime commitment to supporting healthy living by adopting a set of Healthy Eating and Physical Activity (HEPA) standards.

## BEVERAGES

- Water will be accessible and available to children at all times, including at the table during snack.
- Please be sure to bring a water bottle labeled with your child's name. Provide only water in leak-proof water bottles.

## FOOD

- Children will serve themselves all snacks and beverages from common bowls and pitchers with limited help.
- Staff will sit with children during snacks and meals.
- Y staff will model healthy eating behaviors at all times. This includes consuming the same foods and beverages as children during meals and snacks (if possible) and avoiding consumption of foods or beverages that are inconsistent with HEPA standards.

## PHYSICAL ACTIVITY

- Children will have an opportunity for moderate and vigorous physical activity for at least 30 minutes. Outdoor active play will occur whenever possible.
- Y staff will model active living by participating in physical activities with children.

## SPECIAL EVENTS / BIRTHDAY TREATS

When celebrating special holidays, your child's teacher may request treat/snack donations. We ask that all treats brought into the classroom are pre-packaged; no foods prepared outside the classroom may be served. Please consider the nutritional value of these snacks. We encourage cheese sticks, fruit, pudding, granola bars, healthy muffins, yogurt, etc.



# NUTRITION POLICY

## SNACKS

Snack includes a beverage of 1% milk or water. Water is always available and the best way to make sure your child is staying hydrated throughout the day. Snacks may include whole grain crackers, fresh fruit and vegetables, string cheese, whole grain cereal, or popcorn. Based upon the allergies present in your child's early learning program, certain foods (e.g., peanuts, tree nuts, etc.) may not be permitted. Your child's teacher will communicate with you accordingly. If parents wish to provide snacks for their child or bring in treats, they must comply with the USDA Guidelines. In addition, all treats given to the group must be store bought and packaged, no homemade items are allowed, and they must comply with our Y5210 initiative. We will follow USDA guidelines when planning our menus. No child will go without nourishment for longer than 3 hours. We will offer snacks to all children in attendance at the times identified in the daily schedule.

- Morning snack
- Afternoon snack

A monthly calendar will be posted in your child's classroom. We will make a reasonable attempt to accommodate for dietary needs.

The YMCA will adhere to all nutrition requirements outlined in DCF 251. The YMCA will provide a nourishing snack to the children enrolled.

## MEAL AND SNACK REQUIREMENTS FOR EACH CHILD

TIME CHILDREN ARE PRESENT	NUMBER OF MEALS AND SNACKS
2.5 - 4 hours	1 snack
4 to 8 hours	1 meal and 1 snack
8 to 10 hours	1 meal and 2 snacks
10 or more hours	2 meals and 2 or 3 snacks

All staff having direct contact with children shall be informed of food allergies and other allergies for children. We are not able to accommodate special diets. If you are concerned with the provided menu please talk to the Program Director. A copy of the snack menu will be posted on the communication board located outside the classroom.

Children are encouraged to assist in snack preparations and clean up. A snack is a time where children are encouraged to socialize and table manners will be encouraged. Staff will sit with the children during snack to model behavior.

Food will not be used as a reward or punishment.

## SPECIAL DIET NEEDS AND ALLERGIES POLICY

Children's specific needs and allergies must be listed on the enrollment forms and will be posted in classrooms for staff only. Our menus are developed to meet State Licensing Guidelines (see Nutrition Policy). If a child cannot eat from our menu, parents must substitute with a similar item. Parents may provide meals and snacks for children requiring specialty menus such as vegetarian or kosher if the program is not meeting the needs of the family.

# CONTACT US

If you have any additional questions please feel free to contact us!

## **MUKWONAGO YMCA**

262-363-7950

## **SOUTHWEST YMCA**

414-546-9622

## **TRI COUNTY YMCA**

262-255-9622

## **WAUKESHA YMCA**

262-542-2557

## **WEST SUBURBAN YMCA**

414-302-9622

## **Y ACADEMY**

262-522-4977