



**YMCA of Metropolitan Lansing**  
**OAK PARK EARLY LEARNING CENTER**  
**FAMILY HANDBOOK**

## Table of Contents

<b>Welcome</b> .....	<b>4</b>
Contact Information.....	4
Child Development Philosophy and Mission Statement.....	4
Vision Statement.....	4
Curriculum.....	5
Family Participation/Open Door Policy.....	5
Special Needs.....	5
Cultural Competency Plan.....	6
<b>Enrollment Information</b> .....	<b>6</b>
Financial Assistance & State Child Care Contracts.....	6
Eligibility.....	7
Tuition.....	7
Payment Information & Policies.....	7
Observance of Holidays.....	8
<b>What to Expect</b> .....	<b>8</b>
Child's First Day.....	8
Drop-Off Time.....	8
Pick-Up Time.....	9
What Your Child Should Wear.....	9
Extra Clothing.....	9
Potty Training.....	9
Equipment Use and Supplies.....	9
Nutrition.....	11
<b>Infant/Toddler Routine</b> .....	<b>10</b>
Typical Day.....	10
Rest Time.....	10
Nutrition.....	10
<b>Preschool/Pre-K Routine</b> .....	<b>11</b>
Typical Day.....	11
Rest Time.....	11
Nutrition.....	11
<b>Communication</b> .....	<b>13</b>
Daily Sheets.....	13
Transition Meetings.....	13
Positive Redirection System.....	13
Suspension.....	14
Disenrollment Procedures.....	14
Confidentiality Statement.....	14

## Table of Contents (cont.)

<b>Safety</b> .....	<b>14</b>
Supervision.....	14
Staff.....	15
Staff Relationships with Children Outside of Program.....	15
Mandatory Signing In and Out.....	16
Authorized Child Pickup.....	16
Custody Arrangements.....	16
Keeping Information Current.....	16
Volunteers, Visitors and Guests at the Y.....	16

Accident, Injury, and Illness Reports .....	16
Biting Incidents.....	17
Inclement Weather Policy .....	18
Emergency Evacuation Plan.....	18
Weapons are Prohibited.....	18
<b>Health.....</b>	<b>18</b>
Health Immunizations.....	18
Medication.....	18
Is a Child Well Enough to Come to the Y?.....	18
If Child is Not Attending .....	19
Hand Washing.....	20

# Welcome to the YMCA Early Learning Center

The Oak Park YMCA Early Learning Center is committed to being “your partner in preparing for tomorrow”. This is the first step in your child’s educational experience.

Through its child care program, the Oak Park YMCA Early Learning Center strives to provide opportunities that will help individuals grow personally and develop positive self-images, clarify values by giving direction to the choices they make, improve personal and family relations, appreciate diversity, become better leaders and followers, develop specific skills and have fun!

In our commitment to quality, the childcare program is continually reviewed and revised to provide childcare, which is safe, secure, and dependable; a place where children and parents feel welcome and comfortable.

Please use this handbook as a resource regarding YMCA Early Learning Center policies and procedures.

## CONTACT INFORMATION

This handbook provides important information about the program structure, policies, and practices. Parents/Guardians who have questions or concerns regarding their child’s participation or any other aspect of our programs are encouraged to visit our campus and talk to our friendly, knowledgeable child development staff. Below is the contact information.

### YMCA EARLY LEARNING CENTER

Oak Park YMCA  
900 Long Blvd.  
Lansing, MI 48911  
517.827.9696

**Hours of Operation:**  
Mon-Fri 7:30am-5:30pm

**Regional Director of Childcare Services: Megan Christensen**  
mchristensen@lansingymca.org

## EARLY LEARNING CENTER PHILOSOPHY AND MISSION STATEMENT

The Oak Park YMCA Early Learning Center believes that each child is unique and has his/her own way of learning. Our program will provide quality environment that will enrich the developmental needs of children through a variety of learning experiences. Our mission is to provide a safe, nurturing and age appropriate environment that encourages individual growth.

YMCA Child Care staff work together collaboratively to plan, implement, and maintain a learning environment that supports the philosophy and goals of the program and that helps children manage their behavior and transitions. Their choices reflect an understanding of children’s developmental characteristics and individual needs and interests. The environment is safe, stimulating, predictable, and organized. Children’s work is regularly displayed (at child eye level when possible) and used to revisit and extend their learning. A Caring Communities Respect for each person’s (children, staff, and families) needs, abilities, and interests is of utmost priority. Teaching staff works to create and maintain a setting in which children of differing abilities, home and community contexts, and values are respected and integrated to form a cohesive community of learners. Teachers work to create, offer, and explore opportunities for children to participate in respect.

Teachers individualize behavior management and learning plans and involve parents in decision-making on behalf of each child. One of the YMCA Child Care program goals is to create an environment that is home-like, aesthetically pleasing, and orderly. Classroom arrangements include areas for small group, large group, and individual activities. Each classroom contains soft seating elements and an area where a child can go to be alone when needed or desired. YMCA Child Care believes that children need an orderly environment and careful placement of materials to develop responsibility and independence. Each classroom is to be equipped with a fully stocked First Aid kit and at least one extra kit is kept in the office with additional supplies when needed.

## VISION STATEMENT

Our vision is to provide high quality, affordable early education so all children and families can learn, grow, and thrive.

## CURRICULUM

The Y is committed to the development of individual children, families, and communities. Creating an environment for preschoolers, infants and toddlers that matches their developing abilities and interests requires careful observation and thoughtful planning. The goal for teachers is to thoughtfully plan the environments that send a message to the child, "This is a place where I can play, have fun, and be happy." Children will have space to store their artwork and personal possessions. The classroom is arranged into learning areas: library/quiet area, blocks, art, table toys, sand and water, math, cooking, science, music and movement, dramatic play, literacy and computer science. Materials are arranged on low shelves, so your child can easily and independently select them. Picture labels are placed on containers and shelves so your child will learn where materials belong. Interest areas offer a carefully selected variety of learning materials, so no matter where your child chooses to play, they are learning.

## FAMILY PARTICIPATION/OPEN DOOR POLICY\*\*

We welcome your presence in the classroom and on special days. Please keep in mind that open communication with your child's teacher is very important. Both the children and staff enjoy your participation. If you have time or talent to share, please let us know. The Y offers an open-door policy to all our parents.

- Family information boards are in or around each classroom. Information is provided about upcoming Y events, lesson plans, menus, and class routines. Please check this and sign-in/out sheets for information daily.
- Family conferences are scheduled a minimum of twice a year, or as needed.

*\*Due to current Covid 19 conditions no one outside of staff and children are allowed in the classrooms while in session. We hope to be able to lift these restrictions as soon as possible.*

## SPECIAL NEEDS

Children with special needs are welcome at the Center. Before enrolling the child into the program, we will meet with the parent(s) to make sure that we are able to meet the needs of the student. We do not have the capacity to provide one-on-one staffing support and attention. If determined that we can provide care for your child, an individual plan will be written, and together we will work to help the child succeed in the program.

## CULTURAL COMPETENCY PLAN

The Oak Park YMCA Early Learning Center is dedicated to providing a school that meets the needs of all students and families from different cultures to feel valued and accepted. The goal of our Cultural Competency Plan is to be understanding and appreciative of the values and traditions of different cultures here in the building and within our community. To meet our goals, we utilize many tools and resources such as diversity training for our staff, inclusive materials for the classrooms, multicultural books, incorporate ethnic meals monthly through the partnership with the Lansing Food service, removal of pork for any of the meals provided to the students, and offer real materials donated from families to be a part of the classroom experience.

We welcome families to be a part of the classroom sharing traditions with the students and teachers. Our staff is comprised of diverse individuals that offer different experiences and uniqueness to support the framework of acceptance and understanding of one another that not only is seen in the building but also in the community.

## ENROLLMENT INFORMATION

### Before Enrolling We Suggest:

- Tour the facility you are considering

- Meet the staff
- Review the Parent Handbook to ensure that the program is right for your family.

**Paperwork Needed:**

- Enrollment Form
- Health Appraisal form
- Immunization Record
- Medication Form (if applicable)
- Food Program Form and Information
- Parent Code of Conduct
- Child Questionnaire Form
- Infant Meal Form and Safe Sleep/Back to Sleep Policy (if applicable)
- Handbook Acknowledgement

**FINANCIAL ASSISTANCE AND STATE (3<sup>RD</sup> PARTY) CHILD CARE CONTRACTS**

The Y is firmly committed to access for all, regardless of family financial situations. The amount of financial assistance awarded each year is dependent on the amount of fundraising and donations received each year.

We ask that families first apply to DHS at (866) 540-0008 or visit <https://www.michigan.gov/mdhhs>. If families do not qualify, a financial assistance form may be completed with a copy of the DHS denial letter. Those families that do qualify will be asked to fill out additional documents as required for enrollment.

Scholarship forms must be fully completed with all information included. All fees apply as normal until the application has been reviewed and approved. All scholarships are subject to availability of funds.

**ELIGIBILITY**

We serve children ages 6 weeks through 5 years. Children are broken into classes based on age and developmental levels.

**TUITION**

	Part-Time (3 Days/Week)	Full-Time (4-5 Days/Week)
<b>Infant</b> <i>(6 weeks to 15months)</i>	\$65/day	\$250/week
<b>Toddler</b> <i>(16 to 35 months)</i>	\$60/day	\$220/week
<b>Preschool/Pre-K</b> <i>(36 to 60 months)</i>	\$55/day	\$200/week

**\*NOTE:** Families attending 3 days a week may NOT change the days in which their child(ren) attend unless requesting and receiving permission from the director. This is to respect other families’ reserved days and to abide by child teacher ratio laws. If a day is missed, weekly tuition rates still apply, a day may be subbed if classroom space allows, but permission must be received from the director. To request a permanent attendance change, please submit a change form to the Regional Director of Childcare Services.

**PAYMENT INFORMATION AND POLICIES**

**Due Dates**

- All program payments are due every Monday prior to attendance. Parents may pay weekly, semi-monthly or monthly.
- All DHHS childcare state assistance families refer to your DHHS parent agreement form if applicable.
- Children may not be allowed to attend program without advance payment. If a parent has an unpaid balance(s), the center reserves the right to disenroll child the program.

- Payments are non-transferable and non-refundable (unless there are unforeseen circumstances and determinations may only be made by center administration.)

## Payment Options

- Options are:
  1. Credit Card
  2. Check
  3. Money Order
  4. Bank/Credit card draft
  5. Cash
- Drafts are set up weekly on Sunday and can take place weekly, semi-monthly or monthly
- Cash payments must be submitted to center lead

## Discounts, Late Pickup Procedures, and Equipment Fee

- There is a 10% discount applied to the oldest sibling's attending the Center.

We respectfully ask that children be picked up on time. If a situation arises where you will be late, contact the Center as soon as possible. The Y will attempt reaching emergency contacts if you are late in excess of 5 minutes. In the event, a parent/guardian has not arrived center staff will have no choice but to contact law enforcement. Continued abuse of this policy may result in the child being disenrolled.

## OBSERVANCE OF HOLIDAYS

The Y Child Development Center will be closed on major holidays, including but not limited to: Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day, and New Year's Day. Any other closings will be communicated well in advance.

# WHAT TO EXPECT

## CHILD'S FIRST DAY

Sometimes it is just as difficult for a parent to face separation from a young child on the first day as it is for the child. Regardless of the personality of the child or how eager he or she may seem, there will be a moment when he or she realizes you are not going to stay. The emotions that accompany this realization are perfectly normal and natural.

If schedule permits, families may want to spend a few minutes looking around the environment together on the first day. Gradually, focus attention on another adult in the room. When the child senses that he or she is not being closely watched, he or she will usually start to relax.

It is also helpful to bring the child to see the environment and meet the staff prior to the first day of program. If parents show children they are comfortable with the program and the staff, children will feel comfortable. It is important that parents say "good-bye" to children (never sneak away) and then leave immediately. We welcome you to call and check on your child.

Remember to bring all the supplies listed in the classroom welcome packet.

## DROP-OFF TIME

- Children must be signed-in upon arrival. Children must be escorted by the parent/guardian into the center, taken to the appropriate room. Contact with the child's teacher is required so that the teacher is aware of the child's arrival. If an unaccompanied child does not make it into the center, and to a staff person, the center will not be responsible for the child.
  - **\*\*NOTE:** Due to Covid restrictions parents will not be allowed into the center for any reason. We hope to be able to lift these restrictions soon.
- We ask that any adult dropping off or picking up a child please refrain from talking on a cell phone. Center staff uses this time to speak with parents about important issues and we need your full attention.
- We encourage that children arrive at the center no later than 9:00am, to ensure they fully benefit from the educational portion of our program. We understand that occasional conflicts may occur (medical appointments, transportation difficulties, etc.). When these do occur, it is the responsibility of the

parent/guardian to call the center no later than 9:00am to inform the staff of a child's late arrival or absence.

- **Children should not be dropped off between 11:00am-2:30pm, unless prior arrangement with the center director has been discussed and agreed upon.** This is a disruption of the children's lunch and naptime routine.
- Individual arrangements can be made with the Center Director for parents/guardians whose children cannot arrive at the center by 9:00am on a regular basis.

Note: Children will be fed breakfast around 9am each morning. Please do not allow your child to bring in food with them.

## **PICK-UP TIME**

Upon departure from the center, the following guidelines will be followed:

- Parents/guardians picking up children are required to sign-out their children.
- Children will be released only to those persons listed on the Child Information form as authorized to pickup identified by the parent/guardian.
- If the parent/guardian wants to change the pickup person, the person must be added to the form prior to pickup and they must show proof of identification.
- If a parent/guardian or person authorized to pick up a child is intoxicated or substance impaired when they come to the center, staff will offer to call a cab or another person to transport them. If the person insists on leaving, they will be informed that the police will be called about an intoxicated or substance impaired driver leaving our premises. Additionally, Child Protective Services will be called.
- If a parent/guardian does not have a car seat, the Center will not allow the child to leave the building until a car seat can be found and used.

## **WHAT YOUR CHILD SHOULD WEAR**

Your children will go outside every day – please dress him or her in clothes appropriate for active inside and outside daily play, as well as for changing weather. Label all belongings including hats, coats, and mittens. In the summer, due to safety reasons, we encourage your children do not wear flip flops. During the winter, please make sure your child has a heavy coat, hat, and gloves.

## **EXTRA CLOTHING**

It may be a good idea to bring two extra sets of clothes. If your child has an accident and does not have an extra set, parents or emergency contact will be called and asked for extra clothes or pick up within 30 minutes.

## **POTTY TRAINING**

During toilet training, it is recommended to wear easy to pull up/down bottoms and bring several sets of extra clothes.

## **EQUIPMENT USE AND SUPPLIES**

The Y will make numerous types of equipment and supplies available to children for use during free play and group activities. Normal wear and tear is expected. We simply ask that the equipment and supplies be treated with respect. If a child willfully destroys Y property, the parent will assume financial responsibility for that property.

\*NOTE: We invite you to donate "recycled" arts and crafts materials such as baby food jars, fabric pieces, frozen juice lids, egg cartons, etc.

## **NUTRITION**

Each program practices "family style" meal service. For children toddler age on, children help serve themselves food (with teacher assistance) and take turns with routines like setting the table. Not only do children become very proficient at these tasks, it helps with their sense of independence and feeling of self-worth. Open cups and pouring milk opportunities are introduced very early with the toddlers and they quickly become skilled at not having a sippy cup.

\*\*Due to current COVID restrictions we are not serving family style meals at this time. Each child be be served their own individual plates.

Infants – Since we are part of the USDA Child and Adult Care Food Program, we provide meals and snacks to all children we service, including infants, so that we do not discriminate based on age. The Infant classrooms will



work with families to ensure that the food is based on the child's individual nutritional needs and developmental stage and what the meal-pattern looks like for children ages 0-6 months and 7-11 months. When children reach 1 year of age, they are a part of the regular menu/meal pattern requirement of the other children within the Center. Parents of infant can choose to send in breast milk, bring their own formula or baby food if they would prefer.

## INFANT/TODDLER ROUTINE

### TYPICAL DAY

Below is a typical day in your child's classroom.

#### THE DAILY ROUTINE FOR INFANTS AND TODDLERS:

The daily routine helps your child feel secure and independent. A typical day might consist of:

- Routines Experiences
- Hellos and good-byes
- Playing with toys
- Diapering and toileting
- Imitating and pretending
- Eating and mealtimes
- Enjoying stories and books Sleeping and nap time
- Connecting with music and movement
- Getting dressed
- Creating with art
- Tasting and preparing food
- Exploring sand and water
- Going outdoors

### REST TIME

The State of Michigan requires children under 18 months to eat and sleep on demand. During rest time, there is soft lighting and soft music will be played. State law prohibits any child under 12 months from using a blanket during rest time. Children under 3 years are provided space to rest at any time. Children 16 months to 2 and a half years eat and sleep on demand. Quiet activities will be provided for children ages 18 months and older who are not asleep after 20 minutes of resting.

Bedding belonging to children must be taken home every Friday and returned clean on Monday

### NUTRITION

The Center will provide formula and any snacks and meals based on child's age. Any special needs parents must provide food on their own.

#### Daily Food Supply

- All bottles must be covered and labeled with child's first name, last name, and intended date of use.
- All formula must come premixed.
- All extra food that is not consumed by the child will go home at the end of the day.
- All extra food served from a dish that was not eaten by the child will be discarded, per state licensing regulations.

## Multi-Day Food Supply

\*Multi-day is considered up to 7 days

- Must be in an unopened commercial storage container.
- Must be labeled with child's first and last name and date opened
- Food will be returned to the parent or discarded 7 days after opening

# PRESCHOOL/PRE-K ROUTINE

## TYPICAL DAY

Below is a typical day in your child's classroom, however, please note that all schedules are not the same and are subject to change in rotation at any time, in the best interest of the children. 3

The daily routine helps your child feel secure and independent. Children are encouraged to move from one activity to another easily and confidently. Typical day might consist of:

- Story/music time
- Outdoor activities Group time (small and large groups)
- Family style meal Child/staff initiated activities and experiences
- Language development Blocks of time encourage your child to practice self-help skills, solve problems, exploration, use small and large muscles, develop both social and emotional skills, think, create, and have fun!

## REST TIME

The State of Michigan requires children under school age that are in care for more than five hours are required to have a quiet time to rest. During rest time, there is soft lighting and soft music will be played.

## NUTRITION

Nutrition is an integral part of each person's overall well-being and life-long eating habits are often established between the ages of (3) three and (5) five. Foods high in nutritional value are provided. Foods in their natural form, or close to it, are generally best (i.e. fruit instead of fruit cocktail). The Center serves meals and snacks that meet nutritional guidelines recommended by the U.S. Department of Agriculture (USDA0, Child and Adult Care Food Program (CACFP), and state licensing.

Please let us know if your child has dietary needs so we can make necessary arrangements. A meal modification form signed by a doctor is required for food allergies or intolerances.

## Allergies

If your child has dietary needs or allergies, it must be indicated on the emergency contact form, submitted prior to enrollment. A meal modification form must be signed by a doctor for food allergies or intolerances. All known allergens for each classroom will be communicated to classroom staff and posted in the kitchen.

## Mealtime

Monday through Friday, children will be provided a nutritious breakfast, and afternoon snack, and a hot lunch. Meals will be family style with food that has less than 10 grams of sugar. \*\*Due to Covid family style is not being utilized currently. We will resume when safe.

# **COMMUNICATION**

As with all relationships, communication is the key. Please let us know what is happening in your family or child's life that may affect behavior, need to be celebrated, mourned, etc. For questions or concerns that require more than a few minutes, please schedule an appointment with the Center Director. Questions or concerns regarding curriculum, your child's participation, behavior, etc., are always welcome. In turn, we will make every effort to give you regular feedback.

Parents and staff are expected to communicate on a regular basis. The appropriate times and ways to communicate are at drop-off and pick-up, through YMCA email, and via the Center phone line. Every month parents will receive a copy of our monthly newsletter and Menu.

## **DAILY SHEETS FOR INFANTS & TODDLERS**

Communication about your child's day is important and we strive to let you know what developmental milestones that they have achieved. A daily sheet will be given that informs you and your child's day.

## **TRANSITION MEETINGS**

We always follow the best interest of your child's development and progress. We determine whether your child is ready to transition to the next classroom based on his or her social emotional skills and age. Our age groups are aligned to give your child the optimal experience with each classroom full of caregivers. Refer to the age chart for classroom ages.

## **POSITIVE REDIRECTION SYSTEM**

The YMCA Child Development Center provides a calm and consistent environment, to make children feel comfortable and safe, thus preventing behavioral issues. Our philosophy is to encourage and acknowledge positive behavior, minimize, the number of behavioral occurrences. Calm, consistent & redirection.

**Below is a list of policies and procedures of disciplinary methods used by the YMCA staff:**

1. Children will be assisted in understanding the consequences of their own behavior. Whenever possible, they will be encouraged to utilize language and social skills to express their feelings, rather than through aggressive behavior.
2. No form of ostracism will be allowed, nor will any unattended time-out be permitted.
3. Children will be provided with the rationale for existing rules and the specific reason for any disciplinary action taken. Rules will be posted, in positive language, so that children can view them daily.
4. Most disciplinary problems will be prevented through kind, consistent treatment and effective intervention. Parents will be kept continually aware of their child's behavior in order to assure that the family and the YMCA program are working toward common behavioral goals.
5. Generally, if an act of severe aggression or disruptive behavior occurs outside of developmentally appropriate context, parents will be contacted via phone and expected to pick the child up in a reasonable timeframe. Documentation of the behavioral incident will also be kept on file.
6. DAP (Developmentally Appropriate Practices) vary for each classroom and age group. For example, it may be developmentally appropriate for a Toddler to bite as means to express frustration, whereas with a Preschool aged student, it would not. For more information regarding Developmentally Appropriate Practices please contact the Center Director.

**Practices which are prohibited include:**

1. Physical or verbal punishment of any kind.
2. Withdrawal of food, rest, or bathroom opportunities.
3. Abusive or profane language.
4. Any form of public or private humiliation including threats of physical punishment, isolation of the child and any other type of punishment that is hazardous to the physical or mental health of the child.

If a pattern of aggressive or inappropriate behavior emerges in a child, the teacher, in consultation with their supervisor, will schedule a conference with the parents to discern how the Y and the parent can best improve the situation.

## **SUSPENSION**

If during the course of a day there is what the Y considers either a major infraction of rules (any form of physical or verbal abuse which places the child or others in danger) or a serious behavioral issue, parents will be notified immediately. The child will need to be picked up within 30 minutes. During suspensions, all fees apply as normal.

## **DIENROLLMENT PROCEDURES**

The Y reserves the right to disenroll children. If a parent wishes to disenroll his or her child, a two-week written notice is required to fill attendance spot or any credit on the account is forfeited.

## **CONFIDENTIALITY STATEMENT**

All employees or parents are not to discuss internal matters of which they become aware in front of children or outside parties. Staff is trained not to speak with parents about confidential matters unless instructed to do so by the Director. Disclosure, provision and/or reproduction of employees' or children's files to unauthorized persons are against policy. Personal information about a child or his or her parents will not be discussed with anyone unless it directly affects the well-being of the child.

# **SAFETY**

## **SUPERVISION**

### **Supervision Skills and Methods**

Our approach to supervision includes the following components:

- **AWARENESS** requires a knowledge of the children in the classroom, including knowing each child's range of skills, interests, ability to interact with others and developmental stage. Knowledge of the children in the classroom helps teachers to monitor and enhance skills that promote children's positive behavior. When a child is upset, an adult immediately investigates the cause of the problem.
- **POSITIONING** involves being able to see all of the children. Staff position themselves to be aware of the entire classroom. All children are always monitored by sight and/or sound. When a child needs attention, teachers do not talk across the room, but move to where the child is.
- **SCANNING** involves regularly glancing/moving around the classroom and playground to see children's involvement and what is happening. Staff scans the entire classroom to observe what is happening. Teachers position themselves to see the entire classroom.
- Staff are aware of each child in order to maintain a safe environment.
- Staff will be aware of children in the bathroom and monitor them.

### **Playground Supervision**

All children, including infants, must spend some time outside at least once per day, weather permitting. Children one-year-old and older will go outside at least twice a day. Infants may be taken outside to play in a protected area or taken on a walk in a stroller or buggy.

Staff positions themselves near large equipment.

- Staff will position themselves in different zones of the playground to ensure that all and maintaining an accurate mental headcount.
- **REDIRECTION** is a pre-emptive means for preventing undesirable or unsafe behavior from occurring. Children are redirected to other areas/activities when undesirable behavior is imminent or occurs. This technique helps ensure the safety of all children.

Supervision of all children in areas that are near equipment where injury may occur, requires the use of the above methods and being near the children. Children waiting to be picked up due to illness or injury are kept safe, comfortable, and under close supervision in the office.

### *Infant & Toddler (Age 1 and 2) Supervision*

- Staff always supervises infant and toddlers (1 & 2) by sight and sound.
- At least one staff member will always be able to see the children.
- Staff are aware of the entire room, number of children and rotate positions as needed.

### *Preschool Supervision*

- Staff supervises children primarily by sight and are aware of where children are always and how many are in their care.
- All areas will be well supervised.

Staff supervision focus is interaction with children and promoting safe play – informal visiting among staff is not permitted.

## **STAFF**

Staff are certified in the following: First Aid, CPR, Blood Borne Pathogens, Child Abuse Prevention, Harassment, Slips/Trips/Falls, and are required to take 24 hours of professional development training every year. An extensive background check is also done on each staff member. This includes a nationwide criminal background check, ICHAT Michigan state background check, clearance through the Michigan Department of Human Services, and a LARA Comprehensive Background search.

All our staff are mandated reporters by law. If any form of child abuse or neglect is suspected, by law our staff are required to report it verbally to Child Protective Services (855-444-3911) immediately. The staff who reports the incident must also submit a written report to CPS within 24 hours.

## **STAFF RELATIONSHIPS WITH CHILDREN OUTSIDE OF PROGRAM**

We understand that good quality childcare is hard to find, and some parents may be interested in having staff members provide childcare services outside of business hours. For the safety of the children in our programs and the YMCA staff, the YMCA of Lansing has a policy prohibiting contact between staff and children outside the YMCA, including babysitting and popular social networks such as Facebook, Snap Chat, Instagram, etc. *In addition staff are prohibited from texting parents with their personal phones during or after business hours. The YMCA has a business cell phone that is given to all parents upon enrollment. This phone may be used to call or text staff regarding your child.*

If a previous relationship exists between a staff member and new family (prior to enrollment), a waiver must be signed to acknowledge the relationship and that the YMCA employee is not affiliated with the YMCA outside of business hours.

## **MANDATORY SIGNING IN AND OUT**

SIGNING YOUR CHILD IN AND OUT OF THE CENTER IS REQUIRED BY STATE LICENSING AND IS ALSO REQUIRED FOR THE PURPOSES OF FINANCIAL ASSISTANCE THROUGH DHHS.

All children must be signed in and out of the program daily by a responsible adult (18 years or older). The individual signing the child out of the program must be listed on registration information and be prepared to show identification. The child will not be released without written permission from the parent/guardian.

Please acknowledge a member of the YMCA Early Learning Center staff, whether they are inside or out, so we can fully acknowledge your presence. This is helpful for our staff to physically see that the children are present as well as taking note from the attendance sheet.

## **AUTHORIZED CHILD PICKUP**

For safety reasons, the Y will never release a child to a person not authorized on the Child Information Form. Parents can add people to this list at any time by adjusting this document. It is helpful if you inform the adult picking the child up for the first time a picture ID will be required.

## **CUSTODY ARRANGEMENTS**

By law, the Y must release a child to anyone on the authorized pickup list. We encourage divorced parents to coordinate these issues together so that there is a clear understanding and agreement between the two about who is authorized to pick up the child(ren) on a particular day.

Parents who are separated and have court ordered specific arrangements must have a copy of the court order on file at the Center. The Y cannot enforce orders without these documents on file at the Center.

## **KEEPING INFORMATION CURRENT**

For the safety of the child, it is critical that parents update any and all changes in telephone numbers, emergency numbers, addresses, authorized pickups and other important information. Please notify the Y as soon as possible if changes occur. Changes must be made in writing.

## **VOLUNTEERS, VISITORS AND GUESTS AT THE Y**

All visitors and guest who spend a regular amount of time interacting with the children must apply to be a program volunteer and pass a nationwide background check, LARA check, and provide a current TB test. Staff are not allowed to have visitors while at work. Our first priority is the safety of the children. All volunteers, visitors and guests must sign-in at the office.

Any guests for class activities must have a complete background on record.

## **ACCIDENT, INJURY, AND ILLNESS REPORTS**

Any time there is an incident involving your child, whether it be a behavioral incident or physical incident, all occurrences will be documented. These documents are confidential and are not to be discussed with other families. Our job is to protect all parties involved. When the center observes changes in a child's health, a child experiences accidents, injuries, or incidents, or is too ill to remain in the group, parents will be notified via written report or phone call based on the circumstances.

If it is a major incident, such as: head injury, broken bone, severe lacerations – parents will be notified immediately. If it is a minor incident, such as: scratch, bruise, bump – parents will receive a report upon pickup at the end of the day.

For specifics on our procedures, please refer to the *YMCA Early Learning Center Emergency Procedures Manual*.

## **BITING INCIDENTS**

Biting is a very common behavior among children birth to three years of age. Biting is a form of communication and is almost always a response to coping with a challenge or stressor. At the Center, we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many biting behaviors by the environment, which we create for the children.

Children biting other children is one of the most common and most difficult behaviors to deal with in centers. It can occur without warning, can be difficult to defend against, and provokes strong emotional responses in the biter, the victim, the families, and the teachers involved.

For many infants and toddlers, the biting stage is just a passing problem. Children try it out as a way to get what they want from another infant or toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

The YMCA Child Development Center will take the following approach when dealing with biting situations.

- If a staff member observes a biting incident, the "bitten" child will be attended to and comforted immediately.
- The area of the bite will be gently cleansed with soap and water, and ice will be applied if necessary.
- The parent or guardian of the child who was bitten will be called or notified upon pick up. They will be asked to sign an Accident Report. The **biter** will not be identified.
- The child who did the biting will be moved to a different area of the room and a staff member will help the child understand that the behavior is not acceptable. The child will be redirected to an appropriate activity.
- The biting incident will be documented. A copy of the report will be given to the **biter's** parent as well as placed in their file.
- The incident will be discussed with the Parent of the **biter** and we will work with them to identify possible biting causes and discuss strategies to help change the behavior. The child will be monitored closely by staff, making sure he/she is busy with activities and materials during the school day.

After all preventative steps have been taken by the staff, and if the child continues to bite, the Director will call the Parent to pick up the child for the remainder of the day. Chronic biting may require that a child be suspended from enrollment for a period of time (days, weeks, etc.). If a child is suspended, the parent should be informed that the child may return to the Center as soon as the biting is abated.

If the child returns to the Center, continues to bite, and is endangering the other children, the child may possibly be terminated from the program.

## **INCLEMENT WEATHER POLICY**

In case of inclement weather, please follow the closing announcements on our YMCA website ([www.lansingymca.org](http://www.lansingymca.org)) or get updates delivered straight to your email or phone by text. The center may be put on a delayed opening or early closing. Parents will be notified directly.

## **EMERGENCY EVACUATION PLAN**

In the event the Center is evacuated, please refer to the *YMCA Child Development Center Emergency Procedures Manual*.

## **WEAPONS ARE PROHIBITED**

NO firearms, knives or other items deemed as weapons may be brought on YMCA sites. Anyone who observes such items must report to the teacher immediately. Anyone who violates this rule will not be permitted in any YMCA program or in any facility. The Police Department will be informed on the same day for reporting purposes.

# **HEALTH**

## **HEALTH IMMUNIZATIONS**

All children are required to have a copy of their up-to-date immunization records in their files. If any changes occur to the child's immunization records, an updated copy must be filed with the Y. Please submit a copy of these immunization records with all registration materials. Children will be unable to attend childcare programs without these records.

If a parent chooses not to have his/her child immunized, a waiver must be signed and kept in the child's file at the Center. A child may not begin attending until they have completed a required meeting with the Ingham County Health Department in order to acquire the waiver.

## **MEDICATION**

All medications must be in the original container with a medical form completed and on file. Staff must document the date, time and dosage as well as sign their name on a medication administration form every time the medication is given. If a prescription medication is needed, the name on the medication must match the child.

## **IS A CHILD WELL ENOUGH TO COME TO THE Y?**

When parents are debating whether it is okay to attend, remember that the most contagious time is just prior to the emergence of full-blown symptoms. Parents may want to keep children home for a day to ensure illness is not contagious.

If a child becomes seriously ill during the day, parents will be notified and asked to pick up their child within one hour. The Y is not qualified to care for seriously ill children.

Upon arrival, if a child seems too ill to be at the Y (determined by Center Director or person in charge), parents will be asked to take him or her home. If we disagree about the child's health, please understand that it is a judgment aimed only at trying to keep everyone healthy.

If there is an incidence of lice, chicken pox, or other highly contagious illnesses or infections, the Y will immediately post the information only – not child specific. Conversely, if your child is diagnosed with a contagious illness, we ask that you inform our staff immediately.

## **IF CHILD IS NOT ATTENDING**

The Y understands that occasionally children will stay home due to sickness, visiting relatives or other unforeseen events. For the safety of your child, we ask that you call the Center either the day before or by 9am the day of absence. After the child has missed two consecutive days at the Center, the Center Director or Lead Teacher will contact the parents to make sure the child is okay and planning to return.

## CHILDREN SHOULD STAY HOME IF THEY:

1. Are feverish or have had a fever in the last 24 hours.
2. Have a hacking cough or a sore throat
3. Have vomited or had diarrhea in the last 24 hours
4. Have pink eye or symptoms which might be pink eye.
5. Have been on antibiotics for strep or other contagious infections less than 24 hours.
6. Are to "out of sorts" to participate in class activities

\*NOTE: These standards apply to staff and volunteers as well

Condition for Exclusion	Condition for Returning
Auxiliary or ear temperature 100 degrees or greater	Fever free for 24 hours (without the use of fever-reducing medication)
Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs).	Until medical evaluation allows inclusion (doctor's written approval for return)
Abnormally loose, uncontrolled diarrhea, that is – increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper	Diarrhea free for 24 hours
Vomiting	Vomit free for 24 hours and able to eat solid foods or until a health care provider determines the illness to be noncommunicable, and the child is not in danger of dehydration
Red or blue in the face, or makes high-pitched croupy or whooping sounds after coughing	Until health care provider or health official determines the condition is noninfectious
Unusual spots or rash with fever or behavior change	Until health care provider determines that these symptoms do not indicate a communicable disease
Purulent conjunctivitis (defined as pink or red conjunctiva with whit or yellow eye discharge)	Until 24 hours after treatment has been initiated
Untreated scabies, head lice, or other infestation	After treatment and free of infestation, such as lice and nits
Known contagious diseases while still in the communicable stages	Until health care provider determines the condition is noncommunicable

## HAND WASHING

Children are to wash their hands upon entering a classroom, before and after meals, after toileting, before and after the use of sand, water or play-doh, and after wiping a nose, touching mouth, etc.

### The Stop Disease Method of Washing Hands:

1. Turn on water and wet hands
2. Soap for at least 20 seconds outside the stream of water (scrub backs of hands, wrists, between fingers and under fingernails)
3. Rinse
4. Towel dry (or place hands under electric hands-free dryer)
5. Turn off faucet with paper towel (if faucet is not hands-free)