



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Auburn-Lewiston

YMCA Childcare
Family Handbook

I have received, understand, and consent to the YMCA Childcare Family Handbook, including the Financial Agreement.

Parent/Legal Guardian Signature

Date

Name(s) of Children

Please return this section to the Childcare Director

Hours

*Auburn YMCA location 6:00am to 6:00pm, Monday-Friday

*Garden Preschool at Temple Shalom location 7:00am to 5:30, Monday-Friday

Contact

Website: www.alyzca.org

YMCA of Auburn -Lewiston

Phone: (207)795-4095

Fax: (207)795-4058

Address: 62 Turner Street; Auburn

Email: jmerrill@alyzca.org

School Age: tjennings@alyzca.org

Garden Preschool at Temple Shalom

Phone: (207) 713-3468

Fax: Use Auburn fax number

Address: 74 Bradman St. Auburn

Email: jmerrill@alyzca.org

The Auburn-Lewiston YMCA Childcare Programs are licensed by the State of Maine
Childcare Licensing Rules can be viewed online at: <http://nrc.uchsc.edu/STATES/ME/maine.htm>

**State licensing standards are available upon request*

Key Tags & Security Codes

Both locations, The YMCA Site and Garden Preschool at Temple Shalom have a key tag scan entrance. Only families in the childcare center are given permissions. Key tags are assigned upon enrollment. If key tags are lost a \$1.00 fee will be charged for a replacement.

Closed Days

*Labor Day

*Columbus Day – Teacher workshop day

*Thanksgiving

*The Day After Thanksgiving

*December 24th

*December 25th

*January 1st

*Martin Luther King Jr. Day – Teacher workshop day

*Memorial Day

*July 4th

*Rosh Hashanah – Garden Preschool location only

*Yom Kippur – Garden Preschool location only

*The YMCA Childcare closes for extreme weather conditions, power outages, loss of water or no heat. For
Childcare closings or delays, please visit the web www.alyzca.org or download our mobile app.*

***Weekly Fees are not adjusted for Closed Days**

YMCA Mission and Philosophy

*YMCA Mission: Through Christian principles, to promote healthy spirits, minds and bodies.

*The Auburn-Lewiston YMCA incorporates character development in all programming, focusing on caring, honesty, respect and responsibility.

*The Auburn-Lewiston YMCA Childcare Programs are based on a development philosophy believing that children learn best through hands on experiences.

*Children are accepted where they are in all stages of their development.

*Children are encouraged to develop at their own rate.

*Children are given activities to challenge and to increase their developmental skills.

Admission Policy

The Auburn-Lewiston YMCA Childcare Centers do not discriminate based on race, gender, religion, cultural heritage, political beliefs, material status, sexual preference, disability or national origin.

Inclusion Policy

*The YMCA will comply with the American with Disabilities Act (ADA).

*The YMCA will work with agencies to support children with special needs, including but not limited to, Center for Community Inclusion and Child Development Service.

*The YMCA will develop curriculum based on children's individual needs and interests.

Curriculum / Child Assessment

The YMCA uses The Creative Curriculum as a base for planning and implementing activities for the different age groups we serve. Creative Curriculum is a developmental curriculum focusing on different interest areas. We also use and implement the Maine Early Learning Guidelines for infants/toddlers and preschool 3-5yr olds. Developmental assessments will be done on an on-going basis for child each year until they enter Kindergarten. Assessments will be done by a Lead Teacher &/or primary childcare provider and discussed at Parent/Teacher conferences offered throughout the year.

Family Communication

The YMCA uses the following methods to communicate with families:

- *Parent newsletters
- *Curriculum sheets
- *Flyers/Notices/Emails
- *White boards – located outside your child’s classroom
- *Parent meetings or conferences

Birthdays and Holidays

*Holidays are celebrated throughout the year at the YMCA. If your family celebrates a holiday or tradition that you would like to share, please see an administrator.

*We encourage healthy snack choices. When celebrating a special holiday or tradition teachers will provide a sign-up sheet. Please adhere to what is requested on the sign-up sheet unless it has been approved by the lead teacher. We require healthy snacks and limit sugary treats and drinks.

*Birthdays are a special time in your child’s life. We encourage celebrating that special day with them at childcare. Parents may bring in a special snack to share with their child’s class. Please take into consideration that healthy snacks are a better option.

Drop Off / Pick Up

*All Parents must accompany their child into the classroom and tell a childcare provider that their child has arrived. Parents must also tell a childcare provider when they pick up their child. There are no exceptions to this policy.

*Children will only be released to parent/guardian or listed authorized pick up persons (*Picture ID must be shown)

*All authorized pick up persons must be at least 18 years old, unless the person is the parent or a sibling, sibling must be at least 16 years old.

*The YMCA must follow all court orders/custody agreements. Legal documents must be kept updated and on file. It is the responsibility of the parent to provide pertinent and up to date information.

*Parents must supervise their children when the child is not under the direct care of staff. Children may not be left unattended on YMCA property, to include vehicles parked on YMCA (or alternate program site) property.

Visitation

*The YMCA has an open-door visiting policy for parents and other authorized pick up individuals. Visitors will be asked to show ID if the childcare provider has never seen them before.

*All visitors must report to the front desk to sign in at arrival and sign out upon leaving.

*Lengthy visits can be disruptive to the program. Visitors are asked to take this into consideration.

Updated Parent/Child Information

*Parents must call by 9am if their child will not be attending the program on their scheduled day. In a case where the parent neglects to call, the YMCA will attempt to contact the parent. **Please note that the weekly fee is not adjusted for absences.**

*The YMCA must be informed immediately of changes in address, phone number, or workplace.

*For emergency purposes the YMCA must be able to contact a parent or guardian while the child is in the YMCA's care. In cases when parents are out of town, an emergency contact must be specified to the childcare provider

Back Up Childcare

A parent or guardian needs to be available to pick up their child in the event of an unforeseen closing, or a child being sent home due to illness or behavior. Back up care must be available if the parent or guardian is not. This person(s) must be listed on the child's authorized pick up list

Financial Agreement/Payment Policy

*Payments must be made through automatic payments.

*Payments accepted are Visa, MasterCard, Discover, American Express and EFT (checking or savings account)

*Payments are processed on Fridays, prior to the week of care at approximately 2 am.

*If paying bi-weekly, payments must be made 2 weeks in advance.

*Days your child is absent or that the YMCA is closed **will not** be deducted from your weekly fee.

*Returned payments will result in a \$25 return fee added to your account. Multiple returns may result in termination of services.

***A 2-week written notice is required to the YMCA Childcare/School Age Director to terminate services and to stop billing.**

Late Pick Up Fees

*Children need to be picked up no later than program closing time at 6pm at the A/L YMCA location and no later than 5:30pm at the Garden Preschool at Temple Shalom location. Children picked up 1 to 9 minutes after closing time will be charged a \$10.00 late fee; 10 minutes or more will be charged a full day of care. Late fees will be charged to your payment on file the following day.

*Children may be terminated from the program due to multiple late pick-ups.

Things for Parents to Provide

- ___ Blanket and napping toy for rest time & a sheet that fits a Pack and Play if the child is under 18 months. Parents must take all bedding home on Fridays for washing.
- ___ A complete set of extra clothes that is seasonal and size appropriate. Children that are potty training need to have several changes of clothing.
- ___ Seasonal Items such as boots, hats, mittens, sun hat, sunscreen, bathing suit.
Children are given 30 minutes (or more) of physical/outdoor activity twice a day.
- ___ Diapering needs such as diapers, wipes, ointments
- ___ Family Pictures
- ___ Pacifier (if your child uses one at home)
- ___ Swimsuit and towel on scheduled free swim or swim lesson days

-If your child does not have something that is required for the day, a parent will be called and expected to bring it in a reasonable amount of time.

The YMCA discourages children from bringing any other personal items from home. The YMCA is not responsible for items that are lost, stolen or damaged. *Weapons or violent toys are not permitted.

*Children may bring a personal item for a scheduled Share Day.

Nutrition/Food

Infants

Parents need to provide formula, breast milk, baby cereal and/or jarred foods for their infant. No previously opened jar of baby food may be served, this includes portions spooned into Tupperware. We will save any remainders for you to serve at home.

*Parents must provide enough bottles for each individual feeding.

*We are unable to add solid food (cereal) to bottles unless the child's health care provider supplies written instructions and a medical reason for this practice.

*We cannot offer fruit juices or solid food to infants less than 6 months of age unless the child's health care provider recommends this practice and is approved by the child's family.

*We highly recommend that sweetened beverages be avoided. If fruit juice is given, we recommend 100% fruit juice and that only 4oz be served to an infant daily.

*We cannot microwave to heat bottles or any infant food due to uneven heating.

*Bottles and food will be heated in a small crock pot for no longer than 5 minutes at 120 degrees or less.

*We recommend that infants under 12 months do not drink cow's milk.

*Staff will discard any formula or breast milk that is served, but not completely consumed or is not refrigerated. (After one hour)

Our program supports breast feeding

- We provide a comfortable space in the classroom or in another area for mothers to breast feed.
- We accept, store and serve breastmilk. Please label with the child's name and date.
- We can store breastmilk in a refrigerator for no longer than 48 hours (24 hours if breastmilk was previously frozen) or in a freezer at 0 degrees or below for no longer than 3 months.
- Breastmilk will be gently mixed not shaken.
- We try to coordinate feedings with the infant's mother.

Safe Sleep Policy:

The YMCA wants to ensure that your infant has the safest environment possible. This includes the times when they are asleep. The following criteria will be used since they are considered best practice. The following standards are in accordance with DHHS licensing requirements, NAEYC standards and The National Resource Center for Safety and Health in Child Care. The standards are as follows:

1. Children will be placed on their back when sleeping in their crib.
2. Soft or loose bedding will be kept away from sleeping infants. Bibs, necklaces and garments with ties or hoods will be removed.
3. Swaddling infants is no longer recommended due to increased risk for hip dysplasia and overheating due to excessive sweating. Halo sleep sacks that allow for free leg and arm movement will be allowed if you choose. These are considered safe and are being used in many hospitals.

It's time to stop swaddling your baby when she/he starts to show signs of rolling over or breaking out of the swaddle

Supervision Requirements - (criteria required NAEYC)

Infants, Older Infants, and Toddlers are supervised by sight and sound at all times. Mirrors, video, or sound monitors may be used to augment supervision in sleeping areas, but such monitors may not be relied on in lieu of direct visual and auditory supervision.

- Sides of cribs must be checked to ensure that they are up and locked.
- Teaching staff are aware of and positioned so they can hear and see any sleeping children for whom they are responsible, especially when actively engaged with children who are awake.
- Preschool, Pre-K, and Kindergarten rooms are supervised by sight. Supervision for short intervals by sound is permissible, if teachers are near enough to intervene as needed. (E.g. those who can use the toilet independently, or who are napping).
- Teaching staff supervise all interactions between children and animals.

Parent Supervision Requirements

When parents or guardians have assumed care of their child, they are responsible for supervision of the child. Parents must remain within eyesight of their children. Children are not to be left unattended in the parking lot or on the Y premises by staff or families.

Toddlers–School Age

*Food should arrive ready to eat, peeled, cut and or chopped as needed.

*Food **must** come in a lunch box with an ice pack. The YMCA will not provide storage for large quantities of food or drink. Lunch box should include lunch, snacks, drinks and an ice pack. Please send in a milk cup and an empty cup for water. Label the milk cup with your child's name and date. We ask that if you do send in juice that it is 100% juice. We limit sugary drinks and encourage children to drink water throughout the day. Water is easily accessible.

*Food that requires heating must arrive fully prepared in a microwave safe dish no glass dishes please and require no more than 30 seconds to heat.

*Practicing good nutrition is an important aspect of quality childcare. Nutritious foods and a pleasant eating environment contribute to a child's sense of wellbeing.

*The YMCA allows children to self-select the order in which they eat their food. We will not insist that they have one thing before another. We ask that parents keep this in mind when selecting foods for their child's lunches.

*To add variety and keep your child's interest, try packing an assortment of separate foods. Fresh fruits and vegetables, whole grains, raisins, applesauce, peanut butter and jelly, and yogurt are not only easy to pack, but are also very popular among children.

***Candy and soda are not allowed in childcare. We do not use food as a reward at the YMCA.**

As your child adds new foods, please let us know. We do not serve food unless they have eaten it successfully without allergic reaction at home

Physical Activity

Licensing requires that children go outside every day, weather permitting. We provide outdoor play or some type of physical activity daily for children. Please pack appropriate clothing for outdoor play and include a change of clothing in case your child gets wet or muddy.

Screen Time Policy

- *We limit screen time. There are no televisions in the classrooms.
- *Televisions are only used on special occasions for educational purposes.

Field Trips

Walking Trips

The YMCA Childcare Programs take walks to neighborhood places and events. *Please note: some walks may be scheduled in advance while others may be spur of the moment.

Transported Trips

The YMCA Childcare Programs take a variety of trips throughout the year. Transported trips are scheduled in advance, require written permission, and in some cases, an appropriate safety seat.

- *An additional fee may be charged for field trips. If a fee is charged, it is due the morning of the trip.
- *Children must arrive by posted field trip time. No alternative care will be available.

Behavior Management

*The YMCA feels it is essential to focus on positive behavior.

*When children make inappropriate choices, the childcare provider will REDIRECT them to another choice or activity area.

*Children who can speak are encouraged to use their speech skills with their peers and childcare providers.

*Children are encouraged to solve peer problems. Childcare providers will assist and model the use of conflict resolution strategies.

*Childcare providers will set logical consequences for behavior.

*Childcare providers will not use food as a reward and will not withhold food as a consequence for behavior.

*Childcare providers will not eliminate physical activity as a consequence for behavior.

*When behaviors require additional intervention, staff will develop a 3-step Behavior Intervention Plan with the family.

Physical Behavior

If a child enrolled in the School Age Program exhibits physical behavior toward another individual, he/she may be dismissed from the program for the remainder of the day or longer at the discretion of the School Age Director. Depending on the severity of the incident, a child may be terminated from the program

If a child enrolled in the Full Day Program exhibits physical behavior toward another individual, a childcare provider will first discuss the incident with the child and then redirect them to another activity. If the behavior continues, he/she may be dismissed from the program for the remainder of the day or longer at the discretion of a Childcare Director. Depending on the severity of the incident, a child may be terminated from the program.

When a child's behavior requires one-on-one care, or injures staff or classmates, a three-step behavior plan will be implemented, requiring participation on the part of the parents or guardians in order to remain in the program.

The YMCA Program focuses on four core values; honesty, caring, respect and responsibility. Children who continuously do not follow these guidelines toward others could be dismissed for a period of time at the discretion of a director. *Days missed for behavior will not be credited to your childcare account.*

Biting Policy

The YMCA recognizes that some toddlers go through a developmental phase of biting. Children generally bite because they are lacking the skills to cope with frustrating situations.

When a child bites in a YMCA program, a childcare provider will remove them from the situation. The childcare provider will say things such as; "Biting really hurts, you made your friend very sad."

Another childcare provider will comfort the child who was bitten, the area will be washed, and ice will be applied if necessary

If a child is known for going through a biting phase, the childcare providers will try to prevent the bite from occurring

In some instances, such as when the biting is not age appropriate, the child may be dismissed from the program for a certain length of time at the discretion of the Childcare Director.

Head Lice Policy

Students diagnosed with live head lice will be sent home immediately. They will be able to return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill live crawling lice. Children will be checked upon return to the classroom and allowed to stay only if there are no live lice.

Nits

Children may return if they have nits however there should be only a few. Combing is the key to removing nits, this must be done daily. If a child has a huge number of nits, we will ask that they go home for further treatment and/or combing.

*It is imperative that the home be treated as well. This includes bedding, pillows, stuffed animals and carpets.

*Machine wash and dry clothing, bed linen or anything worn on the head.

*Items that cannot be washed can be sealed in a plastic bag and stored for two weeks.

*In the winter you may place the sealed plastic bag outside in the cold to kill lice or nits.

*Vacuum well and continue to do so for several days.

Illness Policy

Illnesses are always difficult in childcare settings. While the YMCA understands the needs for working and schooling families, the YMCA strives to protect children from contagious diseases and strives to meet children's needs in a group care setting. The YMCA is guided by our State Licensing Standards, NAEYC Health and Safety Criteria and our Health Care Consultants.

For the protection of all children and staff, your child should be kept home, or will likely be sent home for the following symptoms.

- Elevated temperature
 - *Medication cannot be given to mask the symptom of a fever.
 - *Children must be fever free for 24-hours before returning to childcare.
- Discharge from eyes (unless caused by a blocked tear duct).
- Repeated bouts of Diarrhea (unless a direct reaction from an antibiotic).
- Vomiting.
- Overly fussy, or lethargic, requiring one on one care by a provider.
- If the child is not well enough to participate in regular scheduled activities for their classroom due to illness (this includes going outside or on a scheduled field trip).

**** Families are expected to pick up children being sent home for illness in a timely manner.***

Illness Policy Continued...

Families should exercise every caution and keep their child home if other unusual symptoms occur. Children must be fever free for 24-hours before returning to childcare. If your child has been diagnosed or been exposed to a highly contagious disease, it is important to inform your child's Lead Teacher or a Director. Some of these diseases that are considered highly contagious are, but are not limited to: Strep Throat, Pinworm, Measles, Mumps, Chicken Pox, Fifth Disease, Scarlet Fever, Hand Foot & Mouth Disease, Scarlet Fever, Conjunctivitis, and impetigo. Contagious Illnesses will typically be posted in a specific classroom if a child in that room has been diagnosed. If a disease or illness that is considered airborne, it will be posted for the whole center.

Children Diagnosed with a Contagious Illness or Disease **OR** put on Antibiotics:

- Most contagious diseases require 24-hours on antibiotics to be considered "no longer contagious".
- In all cases ... if a child is put on antibiotics due to illness, they must have their first few doses at home, even if it is an antibiotic the child has taken in the past.
- Childcare staff will only administer prescription medication to a child. Medication must come in its original bottle/container, clearly labeled with child's name, the name of the medication, the dosage the child should receive and how often, the prescribed dates it can be administered.
- **The YMCA Staff can never accept responsibility of giving your child non-prescription drugs (over the counter) without a written note from your physician.**
- Medication cannot be given to mask symptoms that might otherwise require them to go home (i.e., elevated fever).
- Families must fill out and sign a Medication Release Form for staff to administer medication to a child.
- Medication(s) must be given directly to a childcare provider.
- Medications should never be left in a child's diaper bag, backpack, bag, or lunch box.

The YMCA Childcare/Daisy Garden will always try to work with family's work or school schedules when needing to pick up a sick child. When a child is sick, getting them out of a group setting is important for the health and safety of all children. It helps to prevent the circle effect of children becoming sick over and over. Please assure that you have back up care available in a case where your child has become ill, and your work or school schedule does not allow you to come pick them up.

Immunization Record/Well Child Report

*The YMCA requires a copy of your child's most recent Immunization Record and Well Child Report on file at all times.

Mandated Reporting

The YMCA Childcare staff are mandated by law to report all suspected child abuse and neglect cases to the DHHS.

Photos

Being a non-profit community organization, the YMCA often puts children's pictures & names in the local newspapers, slide shows, video tapes and even occasionally on television.

-If for any reason, you would not like the YMCA to have pictures of your child or use them as stated above, you must let a childcare director know in writing.

CACFP Food Program

The YMCA School Age program participates in the Child and Adult Care Food Program. Considered an AT Risk site, we can provide our school age youth with healthy, no cost snacks 5 days a week after school. Please see the Nondiscrimination Statement listed below. If you feel that your family has been discriminated against in this food service program, please see the data listed below.

Nondiscrimination Statement In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Childcare Administrators

Jennifer Merrill - Association Director of Early Childhood Education
AA in Early Childhood Education
With the YMCA since May 2011
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Lorrie Noddin - Assistant Director Early Childhood Education
Garden Preschool at Temple Shalom Location
With YMCA since September 2011
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