



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF AUBURN-LEWISTON SCHOOL AGE FAMILY HANDBOOK

I understand that my child will not be fully enrolled in the school age program without:

1. Signing off below that I have received, read, understand, and consent to the *YMCA School Age Family Handbook*.
2. The school age *registration form* has been completed.
3. My child's *immunization records* have accompanied the registration form.
4. I have been to the membership desk to make sure my *billing information is on file and updated*.
5. I have been to the membership desk and *signed all electronic waivers* in order for my child to participate in the school age program.

Parent/Guardian *PRINTED NAME*

Parent/Guardian *SIGNATURE*

Date

Name(s) of Child(ren) : _____

PLEASE SUBMIT THIS COVER SHEET WITH THE REST OF THE REQUIRED PAPERWORK



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YMCA OF AUBURN-LEWISTON SCHOOL AGE FAMILY HANDBOOK

Hours: **Open at 6:00am – Close at 6:00pm**

Website: www.alymca.org

YMCA of Auburn -Lewiston

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The Auburn-Lewiston YMCA School Age Enrichment 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 Fobs & Security Codes

The YMCA Site has 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.

Weekly Fees are not adjusted for days the School Age Program is schedule to be closed. Here is a list of dates/days that school age care will be closed:

- Monday, September 6, 2021: Labor Day.
- Monday, October 11, 2021: Columbus Day.
 - YMCA childcare & school age *staff in-service training*.
- Thursday & Friday, November 25 & 26, 2021: Thanksgiving.
- Friday, December 24, 2021: Christmas Eve Day.
- Monday, January 17, 2022: Martin Luther King Jr. Day.
 - YMCA childcare & school age *staff in-service training*.
- Monday, May 30, 2022: Memorial Day.

Y programming closes for extreme weather conditions, power outages, loss of water or heat. For closings or delays, please visit <https://www.alymca.org/child-care/after-school-program>

YMCA Mission and Philosophy

YMCA Mission: Through Christian principles, to promote healthy spirits, minds and bodies. The YMCA of Auburn-Lewiston incorporates character development in all programming with a focus on Caring, Honesty, Respect and Responsibility.

Admission Policy

We do not discriminate based on race, gender, religion, cultural heritage, political beliefs, material status, sexual preference, disability or national origin. Y school age programming is based on a development philosophy believing that children learn best through hands on experiences.

Family Communication

Our primary method to communicate with families is through email – Please make sure we have up-to-date email addresses for those in the household who should be in direct contact with school age staff. We also use fliers, postings, and messages on white boards at the centers. Other forms of documentation include Ouch Reports, Behavior Reports and Incident Reports that, if completed, the parent/guardian will need to sign off on. Parent meetings or conferences may also be scheduled if needed.

Drop Off / Pick Up

All Parents must accompany their child into the classroom and “sign in” with staff. Parents/Guardian must also “sign out” when picking 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

- 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 an option if the parent or guardian is unavailable. 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.
 - Returned payments will result in a \$25 return fee added to your account. Multiple returns may result in termination of services.
- Fees **will not** be deducted from your weekly balance on days your child is absent or that the YMCA is closed [see the list of closures on page 1].
- **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. 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 an additional day of care [based on your rate plan]. 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.

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](#).

Food/Snacks

- Food should arrive ready to eat, peeled, cut and or chopped as needed.
- Food **must** come in a lunch box with an ice pack. Lunch box should include lunch, snacks, a water bottle [drinks] and an ice pack. 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.**

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.

Behavior Management

- The YMCA feels it is essential to focus on positive behavior. When children make inappropriate choices, the staff 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. counselors will assist and model the use of conflict resolution strategies.
- Counselors will set logical consequences for behavior.
- Counselors will not use food as a reward and will not withhold food as a consequence for behavior.
- Counselors 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 – End result could be dismissal from the program.*

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 expelled 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; Caring, Honesty, 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.*

Illness & Health Policy

Illness is always difficult in childcare settings. While the YMCA understands the needs of 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 Health Care Consultants, some common sense from previous experience, trainings and some guidelines set upon us.

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 can not be given to mask the symptom of a fever)
- 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.
- A child is not well enough to participate in regularly 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.

Families should exercise every caution and keep their child home if other unusual symptoms occur. If your child has been diagnosed or been exposed to a highly contagious disease, it is very important to inform your child's lead teacher or a director. Some of these diseases that are considered highly contagious are but not limited to: Strep Throat, Pinworm, Viral Infections, Measles, Mumps, Chicken Pox, Fifth Disease, Scarlet Fever, Hand Foot & Mouth Disease, 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 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 the original bottle/container, clearly labeled with child’s name, the name of the medication, the dosage amount and frequency and the prescribed dates it can be administered.
- The YMCA Staff can never accept responsibility for giving your child non-prescription medication (over the counter) without a written note from a physician. As a reminder, medication can not 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 in order for staff to administer medication to a child.
- Medication(s) must be given directly to a childcare provider.
- Medication(s) should never be left in a child’s diaper bag, backpack, bag or lunch box.

We will always try to work with your employer or school schedules when you are needed to come and pick up a sick child. When a child is sick, getting them out of a group setting is very important for the health and safety of all the children. Please assure that you have back up care available in a case where your child becomes ill and your work or school schedule does not allow you to pick them up.

Head Lice Policy

Students diagnosed with live head lice will be sent home immediately. They will be able to return to the program 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 program and allowed to stay only if there are no live lice.

Immunization Record/Well Child Report

- The YMCA requires a copy of your child’s most recent Immunization Record on file at all times.

Mandated Reporting

- YMCA 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.