



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 7:00am – Close at 5:30pm**

Website: www.alyymca.org

YMCA of Auburn -Lewiston

Number of Children Served: 52

Ratio: 1:13

Phone: (207)795-4095

Fax: (207)795-4058

Address: 62 Turner Street; Auburn

Contact

Chris Shea

Executive Director of Youth Development

Email: cshea@alyymca.org

Phone: 207-795-4095 ext. 219

YMCA at Hillview

Number of Children Served: 52

Ratio: 1:13

Phone: (207)784-4995

Fax: (207)795-4058

Address: 153 Rideout Ave, Lewiston

Contact

Tina Jennings

Associate Dir. of Comm. & Youth Engagement

Email: tjennings@alyymca.org

Phone: 207-784-4995

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. The YMCA does not close for full weeks of care or "vacations" in efforts to ease the burden on families. Here is a list of dates/days that school age care will be closed:

- Monday, September 4, 2023: Labor Day.
- Monday, October 9, 2023: Indigenous People's Day (formally Columbus Day).
 - YMCA childcare & school age *staff in-service training*.
- Thursday & Friday, November 23 & 24, 2023: Thanksgiving.
- Monday December 25, 2023: Christmas.
- Monday, January 1, 2024: New Year's Day.
- Monday, January 15, 2024: Martin Luther King Jr. Day.
 - YMCA childcare & school age *staff in-service training*.
- Monday, May 27, 2024: Memorial Day.

Services Offered

The YMCA School Age Enrichment Program offers before and after school care to children 5-12 years of age. We offer a variety of scheduling options to meet the needs of families. We offer 3, 4 and 5-day options for both morning and afternoon care. In addition, we offer care during School Vacation Weeks, No School Days, Snow Days and Teacher Workshop days. Exceptions are listed above. Y programming closes for extreme weather conditions, power outages, loss of water or heat. For closings or delays, please visit <https://www.aymca.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.

Program Goals

- Provide a safe and supervised atmosphere that helps youth realize who they are and what they can achieve, with a balanced program built on academic intervention, healthy living focus and enrichment programming.
- Support children in all areas of development during their out-of-school time by providing homework assistance, hands on learning, community experiences and access to exceptional enrichment activities.
- Encourage children to pursue interests and support them on their journey to self-discovery.
- Help youth to develop relationships with others and learn to work together in a cooperative manner.
- Teach children to appreciate diversity and inclusive settings.
- Staff helps children to develop self-confidence and build character through promoting the Core Values of the YMCA; Caring, Honesty, Respect, Responsibility and Equity.
- Create an environment where team members are partners with caregivers and schools, working together to build on strengths and help kids develop into healthy, happy and strong members of their community.
- Employ qualified, experienced, and caring School Age Enrichment staff.
- Continually provide ongoing staff training and development.
- Perform ongoing program monitoring and evaluation.
- Provide healthy and nutritious snacks and meals Program, at no cost, to all children enrolled in our School Age Enrichment Program.
- Ensure that children have FUN!

School Age Daily Schedule

7AM-7:30 Arrival, Homework Assistance, Enrichment Activities

3:30-4:30 Arrival, Bathroom & Handwashing, Snack, Daily Check-In Meeting with Youth

4:30-5 Organized Enrichment Activity

5-5:30 Homework Assistance, Free Choice, Departure

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. At the Auburn Lewiston YMCA children are accepted where they are in all stages of development, are encouraged to develop at their own rate and are given learning activities to challenge and develop their skills.

Inclusion Policy

The YMCA will comply with the Americans with Disability Act (ADA). We will work with agencies to support children with developmental, behavioral and special needs, to the best of our ability. This includes but is not limited to; the Center for Community Inclusion, Child Development Services and any other support services organization.

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 & Parent/Guardian Involvement

- 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.
- Parents/Guardians are encouraged to volunteer in a variety of capacities. Opportunities include but are not limited to; chaperoning field trips.

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 return fee of up to \$30 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].
- Our School Age program accepts families who receive Aspire, Transitional Care and other Subsidy programs. If you participate in one of these programs a copy of your award letter MUST be provided before your child's first day in care. If we have not received the letter, you will be responsible for full payment weekly until the letter is received. Families participating in subsidy programs are required to follow the parent contracts and required hour minimums.
- **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 5:30pm. 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 Friday with your weekly fee.
- 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 & Child Guidance

- 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.
- The YMCA will work with families to the best of our ability to avoid suspension and/or expulsion from the program.
- *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.**

Ouch & Behavior Reports

Staff will fill out a report for incidents involving any injury or behavior involving children during program hours. The completed report will be available at pick up for the parent/guardian to review with a staff member. The parent/guardian will be required to sign the document and will be given a copy for their records.

Should a parent/guardian not be present at pick up, a staff member will call them to review the incident by phone, the conversation will be noted on the report, and the document will be provided to the parent at the earliest available time.

Notification is required within a 24-hour time period. ANY serious injury will be communicated with a parent/guardian immediately and pick up will be required.

In some cases, a doctor's note may be required prior to the child returning to the program.

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 until 48 hours fever free without the aid of medication.
- 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."
- Contagious Illness notification will be posted in the facility and verbal notification will be given to parents.
- 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 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 in order for staff to administer medication to a child.
- Families must inform staff of the time the last dose was administered.
- 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.

Serious Injury or Illness

The Child Care Program must notify the Department of the following within 24 hours of occurrence of a serious injury or child death that occurs in the program. A serious injury is an injury or illness which requires medical attention from a physician, or other medical personnel. Notification to the Department should follow notification to emergency medical personnel and the Child's parents/guardians.

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 DHHS.

Rights of Children. Children receiving Childcare from Child Care Facilities have the following rights.

- 1.** Children must be free from emotional, physical and/or sexual abuse, neglect and exploitation.
- 2.** Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.
- 3.** Each Child has a right to an environment that meets the health and safety standards in this rule.
- 4.** Each Child must be provided Childcare services without discrimination to race, age, national origin, religion, disability, sex or family composition.

5. Children must be treated with dignity, consideration, and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.
6. Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Child Care Facility.
7. Each Child has the right to Developmentally Appropriate activities, materials, and equipment.
8. Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices.

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 and meals 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.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- **fax:** (833) 256-1665 or (202) 690-7442
- **email:** program.intake@usda.gov

This institution is an equal opportunity provider.