



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# GROW WITH US

Early Childhood Program

Parent Handbook

ANN ARBOR YMCA



# TABLE OF CONTENTS

## Introduction/Philosophy ..... 3

## Resource Information ..... 3

- Registration Process
- Keeping Records Current
- Prior to First Day
- Hours of Operation
- Holidays
- Licensing
- Physical Facility
- Clothing
- Personal Belongings
- Birthdays

## Safety ..... 5

- Arriving at the YMCA
- Leaving the YMCA
- Parking
- Security
- Fire Drills & Evacuation Procedure
- Serious Injury
- Accident Reports
- Incident Reports

## Health ..... 6

- Immunization Requirements
- Medicine
- Illnesses
- Management of Communicable Disease
- Re-admittance after Illness
- Universal Precautions
- Nutrition
- Transitions

## Financial Policies ..... 8

- Tuition
- Registration fee
- Deposit
- Enrollment
- Sibling Discount
- Withdrawal Policy
- Absences
- Vacation Policy
- Extra Charges

## Programs ..... 9

- Sample All-Star Room Schedule
- Sample Aviator Room Schedule
- Staff Development
- Discipline Policy
- Safety and Health
- Swimming & Water Safety
- Severe Weather
- Field Trips
- Extracurricular Activities

## Parent Involvement ..... 11

- Parent-Teacher Conferences
- Resolving Parental Concerns
- Classroom Observations
- Volunteer Program

## Acknowledgement ..... 12

## PROGRAM PHILOSOPHY AND GOALS

The Ann Arbor YMCA Child Care Programs operate within the NAEYC (National Association for Education of Young Children) philosophy and that of the National YMCA. Programs and activities within are both developmentally appropriate and strive to enhance social, emotional, physical and intellectual growth. Our programs foster curiosity, creativity and self-esteem by taking into account children's abilities and interests. Child initiated and teacher supported play is an essential component of our program.

Our Child Care programs attract children from a wide range of racial, cultural and ethnic backgrounds by paying close attention to the needs of those knowing English as a second language; and socioeconomic groups by providing competitively priced programming, YMCA need based scholarships and working with DHS (Department of Human Services) clients. Respect for children's home language and incorporation of them into the program is of high priority in assimilating those recently from non-English speaking countries. Children gain an appreciation of the aging process and the intergenerational connection with our senior population through ongoing active interactions with volunteer seniors from the local Foster Grandparents nonprofit program of Washtenaw County.

The YMCA Character Development program is a part of every YMCA program. This program focuses on the values of caring, honesty, respect and responsibility. The staff and all participants are encouraged to learn and model these attributes, making it a part of our daily life. Each child has the right to feel safe and well cared for. Together, staff and parents will work to provide a secure and loving atmosphere for all the children in our programs.

The Early Childhood program strives to attend to the major indicators of quality: low child to staff ratios, on going and frequent interactions between caregivers and children, small groups, trained and educated teachers, parent involvement, developmentally appropriate activities and expectations, fully qualified and reliable support staff and an experienced administrator.

Thank you for your interest in the Ann Arbor YMCA Child Care Programs. We are proud to share our center with you and your family. We encourage your feedback and suggestions.

## RESOURCE INFORMATION

### REGISTRATION PROCESS

The Ann Arbor YMCA Early Childhood Program is open to children ages 2 years to five years old. Children are enrolled on a first-come, first-served basis. Others are placed on a waiting list and accommodated as space becomes available. Admission of exceptional children is decided on an individual basis as qualified staffing permits. Please contact the Child Care Director for further information.

To complete enrollment of your child we encourage you to visit the center with your child. You will need to fill out and return the following information prior to your child's first day:

- Registration Form
- Tuition Policy Agreement
- Child Information Card
- Health Appraisal Form
- Permission Form
- Child Placement Contract
- Enrollment Background
- Parent Handbook Acknowledgment
- Sunscreen Permission Form

Return these items and pay the registration and deposit fees as soon as possible to save your child a space as we do have limited class sizes. The medical statement can be sent at a later date, but must be returned within 30 days of your child's first day of attendance to maintain your child's enrollment. All immunizations must be up-to-date for your child's first day of attendance. Each child, under the age of six, will be required to obtain a new medical statement every year.

### KEEPING RECORDS CURRENT

In order to provide emergency medical care to children, we require signed authorization by each child's parent or legal guardian. The Child Information Record contains vital information about each child such as parents' work and home phone numbers and addresses, and the name, address and phone number of the child's physician. This form must be kept current and on file as long as the child is enrolled. Please notify the child care office of any changes.

## PRIOR TO FIRST DAY

If you enroll and visit with your child more than two weeks prior to the date he or she is to begin, we recommend that you bring her back and visit again closer to the first day of attendance. This will make your child more familiar with the program and lessen any anxiety and fears your child may have. Please talk to the center director or your child's teacher for various ideas on helping to provide a smooth transition for your child.

## HOURS OF OPERATION

The Early Childhood Program is open from 7:30 a.m. to 6:00 pm, Monday through Friday, year round. **In the event of a "Snow Day", all Child Care programs will open no earlier than 9:00 a.m.** Punctuality is a crucial element in our operation. Please be conscientious about your child's schedule. A late fee is charged on late pick ups. After three offenses, the parent will be required to meet with the director to discuss possible solutions to the problem.

We request that all children be in attendance by 9:30 a.m. If your child has not arrived by 9:30 a.m., she may not be able to participate in many of the activities. The only exception to this policy is if you have made arrangements in advance (medical appointments, etc.) Please notify the child care office if your child will be arriving late. On these occasions, it will be the parent's responsibility to get the child to the location of the class (pool, playground, classroom, etc.)

## HOLIDAYS

The program is closed for the following holidays:

- New Year's Eve
- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day & Friday after
- Christmas Eve
- Christmas Day

\*During the 2 weeks of Christmas and New Year's, we require a minimum attendance of 8 children each day to open. Please let the staff know of your vacation plans.

\*We will also close for term preparation days and facility cleaning around Labor Day weekend.

## LICENSING

The program is licensed by the Department of Human Services (formerly known as The Michigan Family Independence Agency). The rules of the license are available for review in the child care office. The license is posted in the child care office. The program's licensing records are available upon request from the DHS. This program is operated on a not-for-profit basis as a service to the families of Ann Arbor and the surrounding areas.

The Early Childhood Program is mandated by the Child Protection Law and will report to the Department of Human Services any suspected cases of child abuse, neglect, child sexual abuse or sexual exploitation. If you have any questions or concerns regarding the Child Protection Law and the Program's reporting guidelines, please speak to the Director.

The Early Childhood Program will not discriminate in the enrollment of a child based on race, color, religion, sex or national origin.

## PHYSICAL FACILITY/ENVIRONMENT

Children are grouped by age and developmental level. Activities and learning experiences are specifically geared toward each child's individual needs, aptitude, interests and special skills.

Each classroom is designed with the child in mind. There are a variety of learning materials organized for fun, learning, individual and group play with safety and privacy features. Other YMCA areas used by the Early Childhood program include a full sized gymnasium, swimming pool (for children 3.5 and older with parental permission), and an indoor play area for running, tumbling, and rolling. Outdoor play is provided at the enclosed on-site playground as well as other local parks and playgrounds.

## CLOTHING

Dress your child for activity. Clothing should be comfortable, easy for the child to manage (buttons in front, elastic waistbands, etc.) and appropriate for "messy" activities such as arts and crafts and outdoor recreation. Sneakers or other soft-sole shoes are advised and encouraged for the prevention of injuries. We try to discourage slide on shoes, high heel shoes and sandals as they do not lend themselves to large motor activities.

We ask that all children have two changes of clothing and a supply of disposable diapers and wipes or underwear. Children who stay for naptime should also have a blanket and

a small pillow for naps. Please be certain all clothing is clearly labeled and kept in your child's cubby. Each classroom has a lost and found, please check it periodically.

**Outdoor Play:** Children play outside each day unless there is inclement weather. If your child is at school, he should be healthy and will be expected to participate in all activities; including swimming, outdoor play, etc.

Parents should make sure their children are dressed properly for weather, including sunscreen, boots, hats, scarves and mittens when required.

**Swimming:** Children 3.5 and up will be provided two swimming lessons each week. These lessons focus on water safety and the basics of swimming instruction. Please supply him/her with a swimsuit. They will be laundered by YMCA staff.

## PERSONAL BELONGINGS

The YMCA provides an ample supply of toys, learning tools and developmental materials to meet your child's daily needs. Please leave all toys, gum, candy, pets and money at home. The materials at the YMCA are shared by all children as part of the learning experience. Children have more fun and participate more fully in activities when they are not concerned about having personal belongings lost or destroyed. If a toy is needed by a child to provide comfort, the child will be allowed to keep the toy in his/her cubby.

Special "sharing" days will be announced in advance and children will be encouraged to bring a favorite toy on those days. We ask that your child leave any (play) weapons at home.

## BIRTHDAYS

Every child's birthday is a special time and we always try to help celebrate it at the YMCA. **However, please save all edible birthday treats for home.** If you would like to share a special gift with your child's classroom please consider donating a book or toy to our program in honor of your child's special day.

You may also be planning a birthday party outside of the YMCA and want to invite some of your child's classmates. If you are going to invite all of the children in your child's class, you are welcome to place the invitations in the children's cubbies at the program. But, if you only want to invite a few, please send the invitations through the mail so that no one feels left out.

# SAFETY

## ARRIVING AT THE YMCA

The staff of the YMCA Early Childhood Program assumes responsibility for your child once you have signed them into our program each morning. Under no circumstances should your child be allowed to find his or her own way into the center or classroom. We insist that an adult, not a sibling, accompany all children to their classrooms. All children must be signed in using initials and time of arrival.

## LEAVING THE YMCA

The YMCA will release children only to those persons designated by each child's parents on the Child Information Card. The staff requires photo identification from any unfamiliar persons authorized to pick up a child. All children must be signed out by that person using initials and time of departure.

## PARKING AND IDENTIFICATION

The Washington Street driveway is designed specifically for drop off and pick up of YMCA program participants. The YMCA requests ALL users of this area to be mindful of the congestion during peak times. During winter and evening pick up, this area becomes very crowded. The YMCA suggests you use one of the city lots or residential parking in order to ease the congestion at peak times.

## SECURITY

The Early Childhood Program is a locked facility. Parents will be provided with a personal family combination. Please keep this code private to the adults in your family to facilitate safety. If a secondary or emergency contact will be picking up your child, please have them ring the doorbell located next to the Child Care door. This helps to ensure the continued safety of our center. Please be mindful of who might be entering the facility behind you, making sure the door closes. If at any time you have a concern about the safety measures being taken, please contact the Child Care Director.

## FIRE DRILLS AND EVACUATION PROCEDURES

The entire YMCA is equipped with an electronically monitored fire alarm system. The YMCA Early Childhood Program holds seasonal scheduled fire drills. It is crucial to the safety of the

children that they learn proper emergency evacuation procedures. In our effort to simulate emergency conditions, during fire drills, children are required to exit the building, dressed as they are, for a few minutes. Evacuation plans are posted in each classroom.

In the unlikely event that the center is ever severely damaged or declared unsafe, the staff will evacuate all children to a designated emergency shelter to await the arrival of a parent or guardian. Should such an emergency occur, each family will be notified by YMCA staff.

## SERIOUS INJURY

In case of serious illness or accident (if the parents cannot be reached), the teacher or director will contact the doctor noted on the Child General Information Card. If the doctor cannot be reached or if immediate intervention is necessary, 911 may be called. The 911 response team will provide the emergency care needed and transport the child to the designated hospital if necessary.

## ACCIDENT AND INCIDENT REPORTS

A detailed accident report is written when a child is involved in an accident with his or her surroundings, and provided for the parent's review and signature. Incident reports are completed when a child is involved in an incident with a teacher or another child. The classroom teacher will complete the form and both the director and the child's parent must sign the form. A copy of the form will be returned to you. These reports are documented as soon as the incident occurs.

# HEALTH

## IMMUNIZATION REQUIREMENTS

In accordance with state licensing requirements, the YMCA requires that each parent submit a health appraisal form including an immunization record upon enrollment. These records are kept on permanent file at the YMCA and must be updated as your child receives immunizations.

## MEDICINE

If a child is required to take medication at the YMCA, parents must complete a "Medication Authorization Form." According to state licensing regulations, the medication must be kept in its original container and clearly state the following information: child's name, doctor's name, prescribed dosage, and date issued.

The center stores all medication in a safe place, well out of the reach of children. We maintain dated records, which include the amount of medicine dispensed and the name of the staff person who administered the medication. We will provide refrigeration when necessary. Medications will be returned to you or properly disposed of when they are no longer required by your child. Non-prescriptive medications, i.e. Tylenol, aspirin, cough medicine are not dispensed while your child is in our care.

## ILLNESSES

While precautions are taken to protect your child against illness, most children experience a normal number of infections and illnesses throughout the year. In such cases, we provide a quiet, calm place for the child to rest and will notify you if it is necessary to take your child home or to the doctor.

Should your child become exposed to an infectious disease while in child care, we will notify you promptly. In return, we request that you report to us when your child has been exposed to an infection or disease outside the center.

## MANAGEMENT OF COMMUNICABLE DISEASE

1. Staff will be trained to recognize the common signs of communicable diseases and other illness through First Aid training. All staff will be trained in the proper hand washing and disinfection procedures, as a part of their initial training.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:
  - a. Diarrhea (more than one abnormally loose stool within a 24-hour period).
  - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
  - c. Difficult or rapid breathing.
  - d. Yellowish skin or eyes.
  - e. Conjunctivitis.
  - f. Body temperature of 101 degrees.
  - g. Untreated infected skin patches.
  - h. Unusually dark urine and/or gray or white stool.
  - i. Stiff neck
3. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children.

The director and or classroom teacher shall determine decisions regarding whether the child should be discharged.

- a. Unusual spots or rashes.
  - b. Sore throat or difficulty in swallowing.
  - c. Elevated temperature.
  - d. Vomiting.
  - e. Evidence of lice, scabies or other parasitic infestation
4. Children who leave the program or remain home due to the provision of #2 or #3 will be readmitted 48 hours after treatment has begun and upon receipt of a physician statement indicating that it is safe for the child and the other children in the center for his/her return.
5. Any child who is suspected of having a communicable disease shall be isolated immediately in a space set aside for isolation and care of a sick child.
- a. Upon identification of a child suspected of illness, a room or portion of a room not being used for child care shall be set up as an isolation area and shall be used for care and isolation of the sick child.
  - b. The sick child shall be provided with a mat and blanket for use until discharged to a parent. The mat shall be sanitized upon the discharge of the child.
  - c. An adult shall be within sight or hearing of a child who is isolated due to illness. No child is ever left alone or unsupervised.
  - d. A child who becomes ill during the day shall be discharged to the care of his parents as promptly as possible. If the parent or guardian is not able to come to the program to take charge of an ill child, the program may discharge an ill child to the person who has been designated by the parent to take charge of the child.
6. The parents will be notified verbally and by written notice on the program bulletin board of any communicable disease that is present in the program.
7. Those children experiencing minor common cold symptoms, but not exhibiting any of the symptoms specified above, are classified as a mildly ill child. It is our policy to care for mildly ill children as long as the parent has been notified of the child's condition. The child will be watched for worsening conditions or symptoms that would result in the child's discharge.

8. Staff will not work in any capacity with children if they have symptoms of communicable disease unless a physician indicates that the illness is not contagious. A substitute or the Director will replace these staff.

## READMITTANCE AFTER ILLNESS

Your child will be readmitted to class after he/she has been checked by a teacher or authorized person. There must be a 24 hour period free of symptoms, including fever, and without the aid of medicine before a child can return to the YMCA.

## UNIVERSAL PRECAUTIONS

The term "universal precautions" is used by health care professionals and means all patients are treated in the same manner, regardless of a known or unknown infectious disease. The universal precautions used by YMCA employees, administering any type of first aid, ensure the health and safety of the child and employee. Any time any first aid is administered, all persons are treated as if they have an infectious disease.

## NUTRITION

Two snacks are provided by the YMCA daily. Each snack is planned to meet a child's nutritional requirements. If your child has special dietary requirements, please make arrangements with your child's teacher or the Director.

Lunch is provided by the parents. Please provide a nutritious lunch. Please pack the lunch in a lunch box with your child's name on it. It is not possible for staff to refrigerate foods that are contained in your child's lunch however a freezer pack will keep the items sufficiently cool. We utilize the meal-time to teach the children, at an early age, the benefits of healthful eating habits. All meals are eaten in the classrooms and teachers sit with children while they eat.

## TRANSITIONS

Transitions from one classroom level to the next may occur at various times during the year, as determined by the child's current teacher, new teacher, director and parents. Chronological age, readiness and classroom space availability are among the determining factors in transferring a child to a new learning level.

Parents are made aware of a child's on going readiness for transition via regular communication with the teachers. We take this process very seriously; it can sometimes be difficult

for the child and for the parents. All parties play a part in the transition process; working on skills with the child, scheduling a meeting with the parents, formulating a plan supported by all, and with the child's best interest foremost.

Transitions can result in slight behavior changes. Children may express separation difficulties by crying, clinging to parents, or asking to return to their old room. Such reactions are common and usually short-lived. Children need time to adjust to their new environment, teachers, and classmates. Parents may also discover that they, too, need time to feel comfortable with their child's transition. Maintaining good parent-teacher communication and regular visits to the program help everyone make positive adjustments to change.

## FINANCIAL POLICIES

### TUITION

The Ann Arbor YMCA Child Care provides multiple payment options. Please see the following two options to choose which option works best for your family.

#### 1) Automatic Draft

Families have the choice of draft from a bank account or from a credit card. Please see the office for the Automatic Tuition Agreement form. This form of tuition payment is made on the 20th of each month, prior to service. If the 20th falls on a holiday or weekend, payment will be made the next business day. In order to cancel this service, use vacation credit or have the deposit deducted from the last month's tuition, the office needs 30 days written notice from the draft date.

#### 2) Statement

Families may also choose to have a statement mailed home each month. Please return payment with the enclosed coupon to the child care office. We accept all major forms of payment (cash, check, money order, VISA, MC). Tuition payments are due on the 20th, late on the first of the month. A \$25 late fee will be charged if the balance is not received in full by the 1st of each month. Checks should be made payable to: Ann Arbor YMCA. Scholarships and payment plans are available upon mutual agreement with the Child Care Director. There is an annual \$25 administration fee; this fee coincides with the change in tuition rates each August.

### REGISTRATION FEE

There is a non-refundable registration fee of \$50 for each child enrolled in the Early Childhood program. If you withdraw

your child from the program, and then re-enroll within a three month period, the registration fee is waived.

### DEPOSIT

Upon registration in the Early Childhood Program, a \$100 deposit must be paid. Should you leave the program, this deposit will be applied to your child's final tuition payment. Written notice for withdrawal is required 30 days prior to your automatic payment date (20th of each month); forms are located in the child care office. If a 30-day written notice is not received, the deposit will not be refunded.

### ENROLLMENT

To enroll in the Early Childhood Program you must complete the registration and health forms and make the following payments: registration fee, deposit and prorated tuition for the month in which you enroll. At enrollment you will specify, in writing, your weekly childcare needs. This will be your set childcare schedule. If your needs change, you must give a written notice in advance of the change. Changes are easily made, provided there is space available. This policy applies to short and long term changes.

### SIBLING DISCOUNT

Families enrolling more than one child will receive a 10% discount off the oldest child's tuition fee.

### WITHDRAWAL POLICY

Written notice of intent to withdraw a child from the Early Childhood Program must be submitted 30 days in advance. You will be responsible for all tuition payments up until the termination date. Your deposit, which you made upon enrolling, will be credited toward your final month of care.

### ABSENCES

The Ann Arbor YMCA is a not for profit organization. Operating costs are based on annual registration. In order to continually assure the highest quality of staff, equipment, and supplies, we cannot offer tuition reductions for absences due to short term illness. Should there be an on going illness or a long period of time out of the country or away from home, please contact the Child Care Director for possible solutions.

## VACATION POLICY

Each family is eligible for two weeks (of your child's schedule) vacation in the calendar year. You may take these days in any increment you choose. With 30 days written notice prior to the draft date, you are not responsible for that portion of tuition. The Child Care Office must be notified, in writing, 30 days prior to the draft date of the planned vacation for the credit of tuition to apply.

## EXTRA CHARGES

1. Returned payments result in a \$25.00 minimum charge. Recurrent returned checks will result in automatic payment terms.
2. Punctuality is a crucial element in our operation. Please be conscientious of your child's schedule. A late fee of \$10 is charged from 6:00 pm to 6:10pm and \$1.00 per minute thereafter. After three offenses, the parent will be required to meet with the director to discuss possible solutions to the problem.
3. Payments made after the first of the month will result in a \$25 per family charge.

## PROGRAMS

### SAMPLE ALL-STAR ROOM DAILY SCHEDULE (Tentative)

7:30–9:45 a.m.	Arrival/Free Play
9:45–10:00 a.m.	Clean-Up/Hand Washing
10:00–10:15 a.m.	Snack
10:15–10:30 a.m.	Circle Time/Language Activity
10:30–11:15 a.m.	Centers/Small Group Activities
11:15–11:30 a.m.	Clean-Up/Toileting/Diapering
11:30–12:15 p.m.	Large Motor Activity/Outdoor Play
12:15–12:30 p.m.	Hand Washing
12:30–1:30 p.m.	Lunch/Toileting/Diapering
1:30–4:00 p.m.	Nap/Quiet Activities
4:00–4:15 p.m.	Hand Washing/Toileting/Diapering
4:15–4:30 p.m.	Snack
4:30–6:00 p.m.	Departure/Free Play/ Large Motor Activity

### SAMPLE AVIATOR ROOM DAILY SCHEDULE (Non-Swimming Days)

7:30–9:45 a.m.	Arrival/Free Play
9:45–10:00 a.m.	Clean-Up/Good Morning Song/ Hand Washing
10:00–10:15 a.m.	Snack
10:15–10:30 a.m.	Circle Time/Language Activity
10:30–11:15 a.m.	Large Motor Activity/Outdoor Play
11:15–12:00 a.m.	Centers/Small Group Activities
12:00–12:15 p.m.	Clean-Up/Hand Washing
12:15–1:15 p.m.	Lunch/Toileting
1:15–3:30 p.m.	Nap/Quiet Activities
3:30–3:45 p.m.	Hand Washing/Toileting
3:45–4:00 p.m.	Snack
4:00–6:00 p.m.	Departure/Free Play/ Large Motor Activity

## STAFF DEVELOPMENT

The quality of an early childhood program is determined by the staff's approach to child care and the effectiveness of the interaction with the children. Our staff members are selected on the basis of their training, experience and their desire to work within our philosophy of child care. We place high expectations on our teachers and encourage them to further their professional development through continuing education.

## DISCIPLINE POLICY

We believe that children need to become independent, self-sufficient individuals with the ability to engage in active problem solving; therefore, we encourage the development of self-discipline skills by:

1. Setting realistic limits for children based on their individual developmental needs.
2. Planning an environment that encourages children to develop responsibility and independence within developmentally appropriate limits.

In rare cases where children exhibit inappropriate behavior, we redirect the child's activity or remove the child from the situation to speak with a teacher for a very short time — about 2 minutes.

We also believe that a warm touch or hug, if initiated or requested by the child, will assist in alleviating inappropriate behavior.

**The following approaches are unacceptable:**

1. Using physical restraint to confine children.
2. Humiliating and/or shaming children.
3. Using profane language or other verbal abuse.
4. Imposing restrictions on children because they fail to eat, sleep or have toileting accidents.
5. Placing children in isolation.
6. Using unusual or harsh and/or cruel punishments.
7. Delegating discipline to any other child.

## **SAFETY AND HEALTH**

Your Child's safety and well-being are paramount in the Early Childhood Program. The following precautions are taken:

1. All common and reasonable efforts to ensure safety must be made at all times.
2. When going up and down stairs, handrails must be used.
3. When walking near the driveway, extreme caution must be taken.
4. Children must always be spotted using any equipment that is off the floor.
5. Emergencies and accidents will be handled as requested by the parent per emergency forms. Minor accidents will be treated by Red Cross trained and approved staff members
6. We would like to be informed by phone of children who are absent from class due to illness.
7. No child shall ever be left alone or unsupervised.
8. There is immediate access at all times to a working telephone in the child care office.
9. We have seasonal fire drills at varying times of the month.
10. There is a Fire Emergency Plan posted in each classroom, which explains action to be taken in case of fire. The plan includes a diagram showing evacuation routes.
11. When an accident or injury occurs the center shall complete an incident report, which will be kept on file at the center, and a copy given to the parent for his/her signature.

12. The use of spray aerosols is prohibited when children are in attendance at the center.
13. A child care staff member shall immediately notify the Department of Human Services when the child care staff member suspects that a child has been abused or neglected.
14. In the event of a tornado, each classroom teacher will walk their children to the basement of the building and have each child sit along the hallway with their heads down. Tornado drills will be held regularly.

## **SWIMMING AND WATER SAFETY**

A swim instruction program is offered for children 3.5 years of age or older and is included in the tuition.

The program shall have written permission from the parent or guardian of a child before the child shall be permitted to swim or otherwise participate in water play activities in bodies of water two or more feet in depth. Emphasis is placed on a total, happy water experience for your child. There is a certified swimming instructor leading the class and child care classroom teachers in the pool with the children.

## **SEVERE WEATHER**

In the event of severe weather conditions, the YMCA Early Childhood Program will make every effort to remain open. If conditions are so hazardous that it becomes dangerous to be out, closing announcements will be aired on local radio and television.

## **FIELD TRIPS**

The YMCA supplements and enriches the program offered to your child through field trips into the community. Many walking field trips are possible. Parents are welcome to attend any field trip. Prior notification to the teacher is appreciated.

## **EXTRACURRICULAR ACTIVITIES**

Children may register in YMCA classes which are held between the hours of 4:00 and 5:45 p.m. for an additional fee. Options include martial arts, dance, gymnastics, sports, fitness & more. Child care staff will escort your child to and from these classes. Please be sure to inform staff of your child's class schedule.

# **PARENT INVOLVEMENT**

## **PARENT–TEACHER CONFERENCES**

Parent-Teacher conferences are a means of giving parents an overview of their child’s developmental progress during the preceding months. We take this time to answer any questions or concerns parents may have regarding their child’s time in the program. These conferences also enable parents and teachers to work closely to meet each child’s specific needs. Parents and teachers are free to request conferences anytime they feel there is a need.

## **RESOLVING PARENTAL CONCERN**

It is important that parents familiarize themselves with the program. All concerns about your child’s care should be promptly resolved with the teacher and/or the director.

## **CLASSROOM OBSERVATIONS**

We encourage parents to visit the program any time during the course of the day. Parents should feel free to observe and/or interact with their child. When arriving to visit or observe, we ask that the parent notify the classroom teacher of their presence. Please keep your child’s classroom schedule in mind, while scheduling a visit.

## **VOLUNTEER PROGRAM**

Parents and volunteers may accompany the children on field trips and offer assistance on special projects throughout the year. Volunteers go through a screening process similar to the process used for our staff. Please contact the Director if you or someone you know would like to be a trained volunteer for any of our programs.

# ACKNOWLEDGEMENT

I acknowledge that I have read the Parent Handbook and I am aware of the Early Childhood Program philosophy, policies and procedures.

I have read and understand the fee arrangements and conditions detailed in this handbook.

This acknowledgement must be placed in our files. Please sign this form and return it to the Child Care office.

---

Parent/Guardian Signature Date

---

Director's Signature Date

**ANN ARBOR YMCA**

400 W. Washington Street

Ann Arbor, MI 48103

(734) 996-YMCA

[www.annarborymca.org](http://www.annarborymca.org)