



GROW WITH US

Child Care Parent Handbook

YMCA at Ypsilanti International Elementary School

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PROGRAM PHILOSOPHY AND GOALS

The Ann Arbor and Ypsilanti 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. The program is designed to complement, not imitate, school and home. It serves as an important component in the continuum of services provided for school-age children.

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 YMCA School Age Child Care Program seeks to help children grow personally, clarify personal values, develop conflict resolution skills, appreciate diversity, respect others, become leaders and have fun!

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

CULTURAL COMPETENCY PLAN

The Ann Arbor and Ypsilanti YMCA Child Development Programs believe that every human should not simply be tolerated but rather, our differences should be celebrated. We believe that being culturally competent is the necessary concept that shows every individual has worth; that we need to be respected, and each individual's dignity is preserved.

We do this by offering a variety of diversity trainings to staff annually and providing multicultural materials in our centers including but not limited to: books, dolls, play foods, pictures and music. These materials represent different ages, abilities, genders, ethnicities and non-traditional roles and families. We also provide families with a Cultural Questionnaire upon enrollment so teachers can familiarize themselves with the students entering their classrooms. We also invite families to come in and share aspects of their cultural or celebrate their special days with our students and staff.

RESOURCE INFORMATION

REGISTRATION PROCESS

The YMCA at Ypsilanti International Elementary School is open to children Prekindergarten (5 years old)-5th grade.

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 Record
- Health Appraisal Form (preschool only)
- Permission Form
- Parent Handbook Acknowledgment

Return these items and pay the registration fee as soon as possible to save your child a space as we do have limited class sizes. All immunizations must be up-to-date for your

child's first day of attendance.

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 the child 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.

SPECIAL NEEDS PLAN

The Ann Arbor and Ypsilanti YMCA Child Development Centers are inclusive centers and will accommodate children with special needs as we are able to do so safely. We see all children as children first and believe that everyone benefits from having children with special needs in the classroom: special needs children receive loving and consistent caregivers and typically developing children benefit by learning to respect and properly respond to someone who has needs different from their own.

Children will be offered an opportunity to learn typical developmentally appropriate practices with patient, loving teachers who will adapt curriculum as they can and appropriate for the child. They will have an opportunity to learn typical developing skills from their classmates and have the opportunity to develop friendships with peers. They will be provided opportunities to develop positive attitudes towards themselves and others who are different from themselves.

If an aid is needed in order for a child to function in the classroom setting, they will need to be provided by the parents. Any special observers or support staff who are approved by the parents are welcome to come into the classroom to work with the child as needed.

If staff identify that a child is not developing appropriately, they will work with parents to have an outside specialist come in to observe. The YMCA has partnerships with some

organizations who can often come in and perform the service for free with parent permission.

Children with medical special needs such as asthma or diabetes will be accommodated with proper teacher training. We ask that the parent come in and train the care givers on anything that children will need including but not limited to checking blood sugars and administering breathing treatments.

HOURS OF OPERATION

The Before and Afterschool Program is open from 7:00 a.m. until school opens and when school lets out until 6, Monday through Friday for the school year. There will be care provided on half days *IF* we have staff to support that. Care for school days off will be held at the Ann Arbor YMCA at the cost of \$50 per day for members and \$55 per day for non-members.

Please be conscientious about your child's schedule. A late fee is charged on late pickups. The fee is \$10 for any amount of time 6:01pm-6:10pm then an additional \$1 per minute thereafter. After three offenses, the parent will be required to meet with the director to discuss possible solutions to the problem. Repeated offenses may result in dismissal from the program.

We request that you contact the program if your child is going to absent for an afternoon. You can do this by sending a ProCare message, directly telling the Director or your child's teacher or by calling the center at 734.800.4291 or emailing the Coordinator.

LICENSING

This YMCA program is licensed by the Michigan Department of Health and Human Services. 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 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 YMCA Child Care Programs are 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.

YMCA Child Care Programs will not discriminate in the enrollment of a child based on race, color, religion, sex or national origin.

PARENT NOTIFICATION OF LICENSING BOOK

This center does not keep a licensing notebook, however internet is available onsite and reports from at least the past 3 years are available on the Child Care Licensing Bureau's website at www.michigan.gov/michildcare.

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.

Areas of the school used by the YMCA program include the cafeteria, the gymnasium, the library and the Discovery Center is our main meeting place. All children should report to the Discovery Center immediately afterschool for check in. For outdoor play, the YMCA utilizes Prospect Park.

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, **closed toe, closed heel shoes are required** for the prevention of injuries. We try to discourage slide on shoes as they do not lend themselves to large motor activities. Children arriving in improper footwear will not be permitted to remain at the program until proper shoes are provided.

Outdoor Play: Children play outside each day unless there is inclement weather or extreme heat or cold below a feels like temperature of 20 degrees Fahrenheit. If your child is at school, they should be healthy and will be expected to participate in all activities including outdoor play, etc. If your child is too ill to go outside, please keep them home. Children go out even in the snow as long as it is above 20 degrees Fahrenheit.

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

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.

The State of Michigan categorizes things such as lotions, chapsticks, perfumes, hand sanitizers, etc. as chemicals and any need for these things must be documented with a medication form and given directly to the teacher. No child may have these things on their person in a child care facility and this includes hand sanitizers hanging on book bags.

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. If you must send an edible treat, it must be store bought with a nutrition label. **NO HOMEMADE SNACKS WILL BE SERVED TO CHILDREN!**

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 hand the invitations in the children 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 Program assumes responsibility for your child once they have signed into our program each day. Children should come immediately to the Discovery Center afterschool for check in. They should under no circumstances be hanging around or playing in the hallways. For before school care, please ring the office bell at the front doors and someone will let you in.

All children must be signed in using Procare at time of arrival in the morning and YMCA staff will use the app to sign them in afterschool. This is an app that you will receive an email invitation to join.

LEAVING THE YMCA

The YMCA will release children only to those persons, age 18

and older, 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 ProCare.

Custody issues involving children enrolled in the Before/After School program should be relayed to the Director and copies of original court documentation must be provided. If custody changes occur, new court documentation must be submitted to the program. The YMCA will follow the content of the court document **ONLY**. Please note YMCA staff cannot withhold children from a parent without legal documentation stating such restrictions.

Children will not be released to any parent, guardian or person who appears to be under the influence of drugs or alcohol. This includes smelling like alcohol or drugs, unstable on feet, slurred speech, etc. You will be asked to contact someone else to come pick up the child or we will call the emergency contacts listed to pick up the child. In the event a suitable adult is not available for pick up, the non-emergency police will be contacted to assist with the pickup.

PARKING AND IDENTIFICATION

Persons picking up children may park in the parking lot outside of the school and utilize the green, cafeteria doors located near the large generator in the back of the school. Please do not leave cars idling unless in the event of extreme cold or heat to maintain interior or engine temperatures.

SECURITY

Please do not tell anyone about the unlocked cafeteria doors unless they need to pick children up. Never prop the doors open for any reason. 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 or the school Principal.

FIRE DRILLS AND EVACUATION PROCEDURES

The entire school is equipped with a fire alarm system. The YMCA 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 the

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 nearest 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. Refusal to sign an incident/accident report does not mean that it will not become part of the child's file.

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 for any child not enrolled in Kindergarten. 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 prescribed by a doctor 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.

If your child has Asthma that will require specialized equipment or an allergy that would require us to administer an EpiPen, your doctor will need to complete an Asthma or Allergy Action Plan that will be provided to all staff who work with your child.

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 (more than once)
- 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 or 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 (no more than one hour). 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. If a vaccine preventable disease occurs, any under immunized children (a person who has not received the type or number of vaccines recommended for their age according to current national and local immunization standards), will be immediately excluded from school for 5 days.

8. 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.

9. 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

One snack is 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 YMCA teacher and the Director. If you would like to send an additional or alternative snack with your child, you may do so but it must be within HEPA Healthy Eating standards. Chips, candy, sweet treats and any foods considered “junk food” will not be permitted.

FINANCIAL POLICIES

TUITION

YMCA Child Care Families have the choice of draft from a bank account or from a credit card. 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 or change this service, the office needs 30 days written notice from the draft date.

A \$25 late fee will be charged if the balance is not received in full by the 1st of each month. Scholarships and payment plans are available upon mutual agreement with the Child Care Director.

No cash is ever accepted. Any special payment arrangements must be made via check or money order made out to Ann Arbor YMCA.

There is a \$25 fee for any returned payments.

REGISTRATION FEE

There is a non-refundable, annual registration fee of \$25 for each child enrolled in the YMCA program. If you withdraw your

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

ENROLLMENT

To enroll in the Before and After School Program, you must complete the registration and health forms and make the following payments: registration fee, and 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 30 days in advance of the change which will be made the following month. Changes are made provided there is space available. This policy applies to short and long-term changes.

WITHDRAWAL POLICY

Written notice of intent to withdraw a child from YMCA Program must be submitted 30 days in advance. You will be responsible for all tuition payments up until the termination date.

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 ongoing 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

Tuition is based on the cost per child, per school year (180 days) and then is divided into 10 equal payments. There are no vacation credits given.

EXTRA CHARGES

1. Returned payments result in a \$25.00 minimum charge.
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 6:01 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 AFTER SCHOOL DAILY SCHEDULE

4:15–4:30 p.m.	Arrival/ Large motor activity
4:30–5:00 p.m.	Hand Washing/Snack
5:00–5:30 p.m.	Homework/ Planned Activity
5:30–6:00 p.m.	Free Play/ Departure

STAFF DEVELOPMENT

The quality of a Before and After School 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 childcare. We place high expectations on our teachers and encourage them to further their professional development through continuing education.

DISCIPLINE POLICY

The Ann Arbor YMCA Discipline Policy complies with federal and state civil rights laws. The purpose of our discipline policy is to limit the use of suspension, expulsion and other exclusionary measures. 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:

Children are expected to:

- Respect the rights and feelings of others
- Avoid disruptive behaviors such as hitting, kicking, biting, tripping, verbal putdowns, spitting and other such behaviors.
- Follow the directions of staff at the time they are given.
- Remain with the group at all times.
- Respect the private property of others

When 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 if the behavior threatens the health and safety of themselves or others. The child's guardians will also be contacted to discuss the behavior.

In a situation where there is no direct threat, disciplinary action will only be taken if the behavior is not corrected and/or repeated. Children will be talked to about the behavior and what will happen if the behavior is repeated.

The following approaches are unacceptable and are never to be used under any circumstances:

1. Using physical punishment such as shaking, hitting,

spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling and pulling of arms, hair, or ears; requiring a child to remain inactive for long periods of time.

2. Psychological abuse such as humiliating and/or shaming children, name calling, ridiculing, sarcasm, ostracism, withholding affection, seclusion, using profane language, making threats, or frightening a child.
3. Coercion such as rough handling (shoving, pulling, pushing, grasping any body part), physically forcing a child to perform an action (such as eating or cleaning up) and physical restraint (forcing a child to sit down, lie down or stay down) except when restraint is necessary to protect the child or others from harm.
4. Imposing restrictions on children because they fail to eat, sleep, or have toileting accidents.
5. Using unusual or harsh and/or cruel punishments.
6. Delegating discipline to any other child.

REMOVAL FROM THE PROGRAM

In rare circumstances where a child is a safety concern for themselves or other children or cannot function respectfully in the YMCA program in a manner that is conducive to a quality learning environment for all, the family will be dismissed from the program.

This dismissal will not come as a surprise to the family as prior to that the family will have met with the Director and Classroom teacher and worked through any interventions that we or they have access to, including but not limited to using a chart to assess the function of the behavior, working with families to develop an individualized behavior plan and using positive behavior support strategies agreed on with the family. After 2 incidences, the family will need to meet with the Director prior to the child returning to discuss supports. After 3 incidences, the child will be suspended for a time to be determined by the Director up to 5 days. The 4th incidence will result in removal from the program. If this measure must be taken, we will assist you in accessing alternative services by connecting you with Child Care Network of Michigan.

Incidences include but are not limited to the following: injuring themselves, peers or staff, failure to comply with safety rules, extreme disrespect, or destruction of property. A child may also be removed from the program due to improper or disrespectful behavior by the parent. The YMCA holds the right to dismiss a child/family immediately in the case of extreme situations.

SAFETY AND HEALTH

Your Child's safety and well-being are paramount in Ann Arbor

and Ypsilanti YMCA Programs. The following precautions are taken:

1. All common and reasonable efforts to ensure safety must be made at all times.
2. The content of each child's health and safety file is confidential but is immediately available upon request to: administrators and educators who have consent from a parent or legal guardian to access the records, the child's parents or legal guardians or regulatory authorities.
3. When going up and down stairs, handrails must be used.
4. When walking near driveways, extreme caution must be taken.
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 or Procure 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.
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. Parents will be notified via Procure of any incident that requires us to evacuate the building and where we will be. We do not make this public knowledge in order to protect children and staff in the event of an emergency.
12. 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.
13. The use of spray aerosols is prohibited when children are in attendance at the center.
14. 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.
15. In the event of a tornado, each classroom teacher will walk their children to the designated storm safe space of the building and have each child sit along the wall with their heads down. Tornado drills will be held at least twice yearly.

SEVERE WEATHER

In the event of severe weather conditions, the YMCA Child Care Programs 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 brought into the center. Children will not be taken off the property unless prior permission is obtained.

PARENT INVOLVEMENT

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 Program Coordinator. If that is not possible, concerns can be brought to the Regional Child Development Director, Lee Anna Massey. Her phone number is 734.661.8058 and she can also be reached at lmasssey@annarborymca.org.

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 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.

PEST MANAGEMENT

In the event that a pesticide application should need to happen on our campus, the following will happen:

- You will be provided advance notice of when the pesticide applications will be. This notification will happen via email and wall postings.
- The advance notice will include information about the pesticide including target pest or purpose, approximate date of application, location, contact for the center and a toll-free number for the national

pesticide information center recognized by the Department of Agriculture for the State of Michigan.

- **National Pesticide Information Center:** 1-800-858-7378
- Liquid spray or aerosol insecticide applications may not be performed in a room of this center unless the room is going to be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions.

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

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