



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Grow With Us

The Collaborative: Ypsilanti YMCA Child Development Center 111 S.

Wallace Blvd Ypsilanti MI 48197 (734) 661-8045

Ann Arbor YMCA Child Development Center

400 W Washington St Ann Arbor MI 48103 (734) 661-8056

# **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. Our programs foster curiosity, creativity, and self-esteem by considering 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 programs strive to attend to the major indicators of quality: NAEYC child to staff ratios, ongoing 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 centers with you and your family. We encourage your feedback and suggestions.

# **CULTURAL COMPETENCY PLAN**

The Ann Arbor YMCA 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 Collaborative: Ypsilanti YMCA Child Development Center is for children ages 6 weeks to 12 years.

The Ann Arbor YMCA Child Development Center is for children ages 2 ½ years to 12 years.

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. Once you are provided a potential start date, you will need to fill out and return the following information prior to the deadline provided:

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

The Health Appraisal 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. Children are required to be up to date on immunizations or provide a waiver from the Health Department.

## KEEPING RECORDS CURRENT

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 if the child is enrolled. You will be asked annually to update the Child Information Record. Please notify the childcare 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 leadership team or your child's teacher for various ideas on helping to provide a smooth transition for your child.

## **HOURS OF OPERATION**

7:30am to 6:00pm Monday through Friday, year-round.

Please notify the childcare office if your child will be arriving later than their usual schedule. On these occasions, it will be the parent's responsibility to get the child to the location of the class (playground, classroom, etc.)

## **HOLIDAYS**

The program is closed for the following days in 2024:

- New Year's Day
- President's Day
- Memorial Day
- Juneteenth
- Fourth of July
- August 26th - August 30th - Staff Professional Development
- Labor Day
- Thanksgiving Day & Friday after
- Christmas Eve
- Christmas Day

## **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 childcare office. The license is posted in the childcare 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 Leadership Team.

YMCA Child Care Programs 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 areas used by the Early Childhood program include a full-sized gymnasium located in the school. Outdoor play is provided at the 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 waist- bands, 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.

We ask that all children have two changes of clothing, a supply of disposable diapers and wipes or underwear, and spare pair of shoes in their cubby. Please check this periodically for size and seasons.

## **NAPTIME**

Children who stay for naptime must also have a blanket, but a small pillow is optional for naps. Children are required to be on their cot for the entirety of our naptime so please provide these materials even if they are not nappers. They will be permitted to rest quietly, and non-nappers will be given quiet activities to do on their cots. Per Michigan childcare licensing rule R 400.8188, children under school age who are in care more than 5 hours per day, must be provided an opportunity for rest and we cannot force them to remain awake. We also may not and will not wake a sleeping child prior to rest time being over.

## **OUTDOOR PLAY**

Children play outside each day unless there is inclement weather or extreme heat or cold below a feels like temperature of 25 degrees Fahrenheit. If your child is at school, they should be healthy and will be expected to participate in all activities. If your child is too ill to go outside, please keep them home.

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

## **SWIMMING**

Ann Arbor YMCA Child Development Center only: Children 3.5 and up will be provided one swimming lesson each week. These lessons focus on water safety and the basics of swimming instruction. Please supply your child with a swimsuit and towel.

## **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 their 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 childcare facility.

## **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 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.

## **COMMUNICATION**

The primary form of communication families will receive will be through Procure. Notifications must be kept on. This will allow you to receive timely information and respond to questions/concerns the staff may have throughout the day.

## **SEVERE WEATHER**

Our programs place priority on the safety of families and staff. In the event of inclement weather, we will use the following to determine if our programs will operate or have a delayed opening:

- The status of Ann Arbor Public Schools and Ypsilanti Public Schools
- The status of the Ann Arbor YMCA
- Will our staff be able to arrive safely and within reasonable travel times
- Will we be able to maintain ratios and quality programming based on the number of staff on site

We will make every effort to provide notification in Procure in a timely fashion. We do not prorate tuition due to closures/late starts due to weather.

## **SAFETY**

### **ARRIVING AT THE YMCA CHILD DEVELOPMENT CENTERS**

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 Procure.

The Collaborative: Ypsilanti YMCA Child Development Center: All cars must be parked in a designated spot in the parking lot. Please do not leave cars idling unless in the event of extreme cold or heat to maintain interior or engine temperatures.

Ann Arbor YMCA Child Development Center: The Washington Street 15-minute parking area is designed specifically for drop off and pick up of YMCA program participants. Please do not leave cars idling unless in the event of extreme cold or heat to maintain interior or engine temperatures. 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.

### **DEPARTING THE YMCA CHILD DEVELOPMENT CENTERS**

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 Procure upon departure.

## **SECURITY**

The Early Childhood Programs are locked facilities. 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.

West Washington has a keypad. The code is for guardians only. Children should not enter or be taught the code. If someone other than a guardian is dropping off/picking up, please instruct them to ring the bell.

## **FIRE DRILLS AND EVACUATION PROCEDURES**

All sites are equipped with an electronically monitored fire alarm system. The YMCA Early Childhood Programs hold 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. You will be notified of the location by Procure.

## **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 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.

# 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.

Physical evaluations must be updated as follows:

Yearly for children under age 2 ½ years

Every 2 years for children ages 2 ½ years to 6 years

School age children are required to sign a statement of health upon enrollment.

## 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.

Over the counter medications (e.g. tylenol, advil, motrin, teething gel, cough medicine) will not be dispensed unless a written prescription from your child's doctor is provided listing the child's name, doctor's name, prescribed dosage, date prescribed, and dates to be dispensed.

## 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 childcare, 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**

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.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:

- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Vomiting
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Body temperature of 100.4 degrees
- Untreated, infected skin patches
- Unusually dark urine and/or gray or white stool
- Stiff neck

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. The leadership team and or classroom teacher shall determine decisions regarding whether the child should be discharged.

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting
- Evidence of lice, scabies or other parasitic infestation

Children must be fever free for 24 hours with out the use of medication prior to returning. If a child has diarrhea and/or vomiting, they must be free of symptoms for 24 hours prior to returning. In all illnesses, symptoms must be improving for your child to return.

In the event of a widespread outbreak of a communicable disease, the guidelines from the health department will be followed.

A doctor note is required to return to care for the following:

- Unusual spots or rashes
- Unusually dark urine and/or gray stool
- Stiff neck

Your leadership team may require a doctor note for any illness symptoms stating your child is not contagious to return to care.

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.

Upon identification of a child suspected of illness, a room or portion of a room not being used for childcare shall be set up as an isolation area and shall be used for care and isolation of the sick child.

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.

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.

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.

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.

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.

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.

## **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

The purpose of our nutrition statement is to ensure that children are receiving the proper nutrition to keep their ever-changing bodies growing and healthy. It is important to children, families, and staff because it ensures that children remain healthy as possible in an environment where they can be exposed to germs and proper nutrition boosts immune systems. The tools we use to meet the proper nutrition requirements are State of Michigan Licensing Rules and the national CACFP Child Meal Pattern Guide. This meets children's needs by ensuring they have a variety of healthy snacks to choose from.

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 the Leadership Team.

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 mealtime to teach the children, at an early age, the benefits of healthful eating habits. **Unhealthy foods such as cookies, chips, sugar sweetened drinks and candy should not be included.** All meals are eaten in the classrooms and teachers sit with children while they eat.

Lunches should include the following components:

- ¼ oz of fruit and ¼ oz of vegetable
- 1 ½ oz of protein
- ½ oz whole grains
- ¾ cup of milk or dairy

## FOOD ALLERGIES/ACCOMMODATIONS

Children with food allergies must provide a Food Allergy & Anaphylaxis Emergency Care Plan from the child's doctor prior to starting. All emergency medications must be provided. These items will be stored in the emergency backpack and carried on the staff when away from the classroom.

Documented food allergies will be accommodated by a suitable alternative food. We do not accommodate food restrictions due to personal reasons. If we are serving a food you prefer your child not eat, please provide a suitable alternative.

## BOTTLES

Children over the age of 14 months are required to use a sippy cup or water bottle. Bottles are not permitted to be used in toddler, early preschool, and preschool classrooms.

## **PEST MANAGEMENT**

If 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.

## **SAFETY AND HEALTH**

Your Child's safety and well-being are paramount in Ann Arbor and Ypsilanti YMCA Programs.

The following precautions are taken:

- All common and reasonable efforts to ensure safety must be made at all times. 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.
- When going up and down stairs, handrails must be used.
- When walking near driveways, extreme caution must be taken.
- Children must always be spotted using any equipment that is off the floor.
- 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
- We would like to be informed by phone or Procure of children who are absent from class due to illness.
- No child shall ever be left alone or unsupervised.
- There is always immediate access to a working telephone.
- We have seasonal fire drills at varying times of the month.
- 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.
- 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 to protect children and staff in the event of an emergency.
- 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.
- The use of spray aerosols is prohibited when children are in attendance at the center.
- A childcare staff member shall immediately notify the Department of Human Services when the

childcare staff member suspects that a child has been abused or neglected.

- 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.

## **SWIMMING AND WATER SAFETY**

Ann Arbor YMCA Child Development Center: A swim instruction program is offered for children 3.5 years of age or older in the Willow Room 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 classroom teachers in the pool with the children.

# **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 every other Friday. To cancel this service, use vacation credit or have the deposit deducted from the last month's tuition, the office needs 14 business days written notice from the draft date.

A \$25 late fee will be charged if the balance is not received in full every other Friday. 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.

The Collaborative: Ypsilanti YMCA Child Development Center tuition is billed bi-weekly.

## **DEPOSIT**

Ann Arbor YMCA Child Development Center require a \$100 deposit 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). If a 30-day written notice is not received, the deposit will not be refunded.

## **REGISTRATION FEE**

There is a non-refundable registration fee.

The Collaborative: Ypsilanti YMCA Child Development Center

- \$25.00
- EMU Students - \$10

Ann Arbor YMCA Child Development Center

- \$50.00

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 Early Childhood Program, you must complete the registration and health forms and make the following payments: registration fee and tuition for the week 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 2 weeks 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.

## **ABSENCES**

The Ann Arbor YMCA is a not-for-profit organization. Operating costs are based on annual registration. 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**

Families will receive 1 vacation week (according to current enrollment plan) credit per calendar year. You may choose when to apply this credit. Please notify the Leadership Team 30 days in advance of the week you wish to apply the credit towards. This week must be taken in full. You will be credited 1/4th your monthly tuition rate.

The second vacation credit will be applied towards Staff Professional Development closure week in August. In 2024, the closure will occur 8/26-8/30/2024.

## **EXTRA CHARGES**

Returned payments result in a \$25.00 minimum charge.

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.

Payments made after the first of the month will result in a \$25 per family charge.

## **SUMMER LEAVE**

This policy applies to the months of July and August. If you would like to take a leave during this time, tuition will be prorated at 50%. 30 days written notice needs to be submitted to the leadership team.

## **PROGRAMS**

### **EXTRACURRICULAR ACTIVITIES**

Ann Arbor YMCA Child Development Center: Children enrolled in Willow Room may register in YMCA classes for an additional fee. Child development staff will escort your child to and from these classes if they begin or end between 4:30pm and 5:30pm. Please be sure to inform staff of your child's class schedule. Families are required to notify the Leadership Team of your child's enrollment in a class. We do not guarantee this service as maintaining ratio in our classrooms is priority.

### **STAFF DEVELOPMENT**

The quality of an early childhood program is determined by the staff's approach to childcare 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**

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:

- Setting realistic limits for children based on their individual developmental needs.
- 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.

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.

## **SPECIAL NEEDS PLAN**

The Ann Arbor YMCA Child Development Centers strive to offer an environment to meet the needs of a diverse population of children. Our programs are designed to meet children at their individual developmental level based on our initial screening and assessment data. The child's developmental abilities and level of support will be evaluated on an individual basis.

There may be instances where we are not able to meet the specific needs of a child. In these instances, we will use the following to determine if our program will offer the least restrictive environment (this list is not all inclusive):

- Can we keep the child safe?
- Can we keep the other children in the classroom safe?
- Is our staff able to meet the needs of all the children?
- Does the child require more care than the ratio allows?

Upon enrollment or creation of an IEP or IFSP, families are required to submit this document to the leadership team of the site. The leadership team will use this to determine if our program will be able to support the child's level of accommodations. Examples of accommodations we are not able to provide for (this list is not all inclusive):

- Does the child require one-on-one care or a reduction in teacher/child ratio?
- Does the child qualify for special education services at a specialized program?
- Is our current staff trained sufficiently to help support the needs of the child?

We will make every attempt to determine if we can provide care for your child prior to enrollment. If we are no longer able to meet your child's specific needs, we will help connect you with programs who are able to provide additional placement options.

We are not able to accommodate an aide from an outside organization to provide services within our daily program. Children may have an outside organization complete observation in our program. Third parties coming into our building to observe a child will need to go through a background check and sign the third-party child abuse prevention guidelines. Services will need to be provided privately.

We work with staff, families, and children to be inclusive of disabilities within the ability and training of our staff.

## **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 Leadership Team prior to the child returning to discuss supports. The 4th incidence may result in removal from the program. If this measure must be taken, we will assist you in accessing alternative.

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.

## **CHALLENGING BEHAVIOR PLANS**

The YMCA is never able to provide 1:1 care for a child so they must be able to safely navigate a group learning environment. In circumstances where a child is a safety concern for themselves or other children and needs additional assistance beyond what the YMCA can provide, we will work with the family to transition to another program better suited to provide care.

This will come after we have tried our own positive behavior strategies that we come up with alongside families such as charts, logs that record what happened prior to the behavior, what the behavior was and what happened after the behavior to try and pinpoint the function of the behaviors and arranging the classroom/materials in such a way to prevent the unwanted behaviors. The teaching staff of our Child Development Centers are trained in Early Childhood Education. The level of support our program is able to provide is limited to the experience and education of our current teaching staff.

## **FIELD TRIPS**

The YMCA supplements and enriches the program offered to your child through walking field trips into the community.

## **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, leadership team, and parents.

Chronological age, readiness and classroom space availability are among the determining factors in transferring a child to a new age group. The child's chronological age must meet the minimum requirements for the new age group.

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 makes positive adjustments to change.

## **AGES FOR TUITION/ENROLLMENT**

The Collaborative: Ypsilanti YMCA Child Development Center:

- Infant - 6 weeks to 12 months
- Toddler - 13 months to 30 months
- Early Preschool - 30 months to 36 months
- Pre-K - 36 months until they enter Kindergarten/Young 5's

Ann Arbor YMCA Child Development Center:

- Early Preschool - 30 months to 42 months
- Pre-K - 42 months until they enter Kindergarten/Young 5's

## **PARENT INVOLVEMENT**

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are a means of giving families an overview of their child's developmental progress during the preceding months. Parent teacher conferences take place twice a year: once in the winter and once in the spring. 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 by scheduling a time to speak with them. If the teacher is not able to satisfactorily resolve your concern, please reach out to the Director. If the concern is still not able to be resolved, please reach out to the Regional Director.

### **CLASSROOM OBSERVATIONS**

We encourage parents to visit the program any time during 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 help 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.

# Addenda

02/2024

## **ATTENDANCE AFTER IMMUNIZATIONS POLICY**

Children may not attend for 24 hours post immunization. This will allow time for a possible reaction to be handled at home. Also, children are typically not capable of taking part in all aspects of the program as they recover.

05/2024

## **HOME LANGUAGE IN THE CLASSROOM**

The Child Development programs in the Ann Arbor YMCA recognize the benefits of children retaining their home language. We strive to create a warm, and caring environment for all our children and families. Teachers personalize the approach to fit the needs of each child.

The following are ways we incorporate a child's home language into our programs:

- Bookshelves are stocked with bilingual and monolingual books
- Families are asked to provide examples of common words the child may use
- Labels in the classroom will reflect the home language of the children enrolled
- Children will be exposed to music from other cultures
- A picture communication board will be provided if necessary
- Vocabulary is reinforced through songs and chants
- A visual daily schedule with pictures
- An electronic translator program is available to all teachers
- Families may be asked to take part in classroom activities to share their home language
- Children will have many opportunities to engage with other one-on-one and in small groups

Our programs use The Creative Curriculum. The curriculum is designed to support language acquisition in an additive approach rather than subtractive model. Teachers are guided in how to interact with dual language learners, arrange the classroom environment, and engage families.

05/2024

## **BREASTFEEDING INFORMATION**

The Ann Arbor YMCA Child Development Programs are committed to providing a breastfeeding friendly environment for our families.

### **Breastfeeding mothers shall be provided a place to breastfeed or express their milk.**

Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcome to breastfeed in front of others if they wish.

### **A refrigerator will be made available for storage of expressed breast milk.**

Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date. Sensitivity will be shown to breastfeeding mothers and their babies.

### **The center is committed to providing ongoing support to breastfeeding mothers,**

This could include the opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding.

### **Staff shall be trained in handling breast milk.**

All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness.

08/2024

## **HEALTH POLICY UPDATE**

Children experiencing gastric symptoms that include one of the following (but not limited to this list) can return to care 48 hours symptom free without the use of medication.

- Diarrhea
- Vomit
- Abnormal stomach pain

We are required to report all symptoms to the Washtenaw County Health Department of children who are absent due to illness. When you report your child's absence, please include all symptoms they are experiencing. If symptoms are not reported, staff will follow-up so we are accurately reporting to the Health Department.