



Child Development Center Handbook



Ann Arbor YMCA Child Development Center

400 W Washington St, Ann Arbor, MI 48103

The Neighborhood Collaborative: Powered by the Ann Arbor YMCA

111 S. Wallace Blvd., Ypsilanti, MI, 48197

Last Updated: July 2026

The Ann Arbor YMCA is a charitable association of adults and children joined by a shared commitment to nurturing the potential of children and teens, promoting healthy living, and supporting our neighbors. Each day, we work to ensure that everyone, regardless of age, income or background, has the chance to learn, grow, and thrive.

OUR MISSION STATEMENT

The Ann Arbor YMCA's mission is to put our core values of caring, honesty, respect and responsibility into action through facilities and programs that build healthy spirit, mind and body for all.

OUR DIVERSITY, EQUITY, INCLUSION & BELONGING STATEMENT

We are an association made up of people from every walk of life, working side by side to strengthen communities. Together we strive to ensure that everyone, regardless of age, race, gender, gender identity, gender expression, income, faith, sexual orientation or cultural background has the opportunity to live life to its fullest.

OUR CHILDCARE PROGRAM

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. Our programs are licensed and abide by the State of Michigan's childcare licensing rules and standards. All programs and activities are both developmentally appropriate and strive to enhance and support 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.

Thank you for your interest in the Ann Arbor YMCA Child Care Programs. We are proud to welcome you and your family into our community and excited to share the nurturing, engaging, and inclusive environment we've created at our centers. We look forward to supporting your child's growth and development every step of the way.

The Ann Arbor YMCA Child Development Center

- Address: 400 W Washington St, Ann Arbor, MI, 48103
- Phone Number: (734) 661-8056
- Email Address: wwcdc@annarborymca.org
- **Child Development Center Ages:** Serves children 2 ½ years to 5 years
 - Hours of Operation: 7:30 am to 6:00 pm Monday through Friday, year-round.
 - ***For closure dates, please see page 2.***
- **School Age Child Care (SACC):** Elementary Age Students
 - Hours of Operation: End of School Day – 6:00 pm

SACC does not provide care on early release days or snow days. The Day Camp Team follows the Ann Arbor Public School calendar and offers care on full days and half days when school is not in session. Please note that this requires separate registration from the SACC program. For more information, please contact the Day Camp Team at daycamps@annarborymca.org.

The Neighborhood Collaborative: Powered by the Ann Arbor YMCA

- 111 S. Wallace Blvd, Ypsilanti, MI, 48197
- Collabcdc@annarborymca.org
- Serves children in grades K – 5th attending Beatty, Estabrook, Erickson, Perry, and YIES
- **Hours of Operation:** Monday – Friday, Before Care: 7:30 am – YCS bus pick up, After Care: YCS bus drop off – 6:00 pm

Bus pick/drop off location: 111 S. Wallace Blvd, Ypsilanti, MI, 48197

SACC does not provide care on early release days and snow days. The Day Camp Team follows the Ypsilanti Community School calendar and provides full days and half days when school is not in session. Please note that this requires separate registration from the SACC program. For more information, please contact the Day Camp Team at **daycamps@annarborymca.org**.

ENROLLMENT

Children are enrolled on a first-come, first-served basis. Others are placed on a waiting list and accommodated as space becomes available. Please contact the Child Care Director for further information.

To complete enrollment of your child, we ask that you schedule a visit with the Center Director prior to your child's attendance. Once you are provided a potential start date, you will be required to fill out and return the following information prior to the deadline provided:

- **Allergies and Dietary Restrictions Form**
- **2026 Center Handbook Acknowledgment**
- **Child Abuse Prevention:** A Guide for Parents and Guardians
- **Child Information Record:** 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. You will be asked annually to update the Child Information Record. Please notify the childcare office of any changes.
- **Enrollment Form**
- **Getting to Know Your Child**
- **Health Appraisal Form:** The Health Appraisal 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 you must provide a waiver from the Health Department. Copies of the waiver can be provided upon request.
- **Medication Form**
- **2027 Tuition Agreement**

HOLIDAYS

The program is closed for the following days:

- New Year's Day
- New Year's Eve
- President's Day - Staff Professional Development
- Memorial Day
- Juneteenth
- Fourth of July
- Last Week of August – Ann Arbor YMCA Facility Closure and Staff Professional Development
 - The dates will be announced via Bright wheel and email
- Labor Day
- Thanksgiving Day & Friday after
- Christmas Eve
- Christmas Day

FINANCIAL POLICIES

ABSENCES

The Ann Arbor YMCA is a not-for-profit organization, and operating costs are determined based on annual registration. To maintain the highest quality of staff, equipment, and supplies, tuition cannot be reduced for short-term absences due to illness. In the case of an extended illness, or a prolonged period of time away from home, families are encouraged to contact the Child Care Director to discuss possible solutions.

DISCOUNTS

Families enrolling more than one child will receive a 10% discount off the eldest child's tuition fee for both Child Development Center and SACC programs.

ENROLLMENT

To enroll in the Early Childhood and School Aged Before/After Care Program, you must complete the registration, all required 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 written notice 2 weeks in advance of the change. Changes can be made as space and staffing allows. This policy applies to short and long-term changes.

EXTRA CHARGES AND LATE FEE

Returned payments result in a \$25.00 minimum charge.

Punctuality is an important part of our program's operation. Please be mindful of your child's pick-up time.

- A **late fee of \$10** will be charged for pick-ups between **6:00 pm and 6:10 pm**.
- After 6:10 pm, an additional **\$1.00 per minute** will be charged.
- After **three late pick-up offenses**, parents/guardians will be required to meet with the Center Director to discuss possible solutions.

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

REGISTRATION FEE

Ann Arbor YMCA's Child Development Center requires a \$100 registration fee to be paid. For scholarship families, the registration fee is \$50. This is non-refundable.

For both School Age Child Care programs, the registration fee is \$25 and \$15 for scholarship families

SCHOLARSHIPS

- 1) Any family interested in receiving a scholarship **must** submit an application to MDHHS for CDC funding.
- 2) To apply for DHHS funding, families must submit an application to MDHHS. The application process takes around 45 days to complete. The fastest way to apply is online through the MDHHS website, [MI Bridges](#). Families can also apply in person at their local MDHHS office. The local MDHHS offices will provide a [general application form](#), but it may be easier to print an application form and fill it out completely before going to MDHHS.
- 3) After you apply, you will be asked to prove important parts of their application. This means you may have to show documents like birth certificates, social security cards, state ID cards, driver licenses, or passports. You may also need to take documents that show your income and expenses, like bank statements and proof of rent (such as a [lease](#)). These expense documents must be less than 30 days old.

- 4) Next, a MDHHS specialist will contact the family and set up a conference to go over your CDC application. Families should bring their important documents to this conference. The conference is also an opportunity for you to learn about their rights. You should ask the MDHHS specialist any questions they have about the application process or your public benefits. ***Members of the Ann Arbor YMCA Childcare Administrative Team will not be able to provide any updates regarding the application because we do not have access to this information. For more information about CDC families should review the [Child Development and Care Handbook](#) published by the Michigan Department of Education.***
- 5) While we wait for confirmation that you have been approved for DHHS, we ask that you provide the Financial Assistance Coordinator with your income documentation. Below is an approved list of income documentation that can be provided:
- Federal Taxes
 - Employer Paystubs
 - Government Assistance – DHHS/Food Assistant (full report), SSI/SSDI/Pension Report (official letter or bank statements)
 - Student Documentation – Financial Aid Budget Breakdown, Award Letter from College/University
 - Additional Documentation – Child Support (official letter or bank statements), Unemployment benefits (official letter or bank statements)
- 6) Once the Financial Assistance Coordinator has reviewed the income documentation, you will receive an award letter outlining how much you qualify for.
- 7) ***Upon acceptance of the award amount, the Financial Assistance Coordinator will apply this to your account and notify the Childcare Director and Assistant Director.***
- 8) The scholarship amount will be applied to the account for 2 months.
- 9) Once the DHHS decision is received, we will:
- If you are approved:
 - We will apply the DHHS subsidy amount as determined by DHHS
 - If the DHHS subsidy covers less than the original Y scholarship percentage, the Y will supplement the difference.
 - *For example: If they qualify for an 80% Y scholarship, that scholarship amount will be applied to their account until we receive their DHHS award. If DHHS covers 60%, the Y will apply an additional 20% scholarship to maintain 80% total coverage.*
 - If you are NOT approved:
 - You will continue to receive a scholarship through the Y at the percentage originally determined by the Financial Assistance Coordinator.

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 10 days prior to the first of the month. We only accept electronic payments via ACH bank or EFT. To cancel this service, use vacation credit the office needs 30 business days written notice from the draft date.

A \$25 late fee will be charged if the balance is not received in full 10 days prior to the first of the month.

If your account remains past due for more than two months, your child's enrollment will be cancelled.

VACATION POLICY

Each family is eligible for **one vacation week credit per calendar year**, based on their current enrollment plan. Families may choose when to apply this credit; however, the following guidelines apply:

- The Center Director must be notified **at least 30 days in advance** of the requested week.
- The vacation credit must be used for a **full week** (partial weeks are not eligible).
- Families will receive a credit equal to **¼ of their monthly tuition rate**.

The second vacation credit will be applied towards Staff Professional Development closure week in August.

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. To disenroll, please complete the following form: [Ann Arbor YMCA Childcare Disenrollment Form](#).

GENERAL POLICIES AND PROCEDURES

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. If you only want to invite a few, we kindly ask that you send the invitations through the mail so that no one feels left out.

CHILD DEVELOPMENT

As used in this rule:

- a. "Confining equipment" means equipment used to assist in caring for infants, including but is not limited to, swings, stationary activity centers, infant seats, and molded seats.
- b. "Media" means use of electronic devices with a screen, including, but not limited to, the following:
 - Televisions
 - Computers
 - Tablets
 - Multi-touch screens
 - Interactive white boards
 - Mobile devices
 - Cameras
 - Movie players
 - E-book readers
 - Electronic game consoles
- "Interactive media" means media designed to facilitate active and creative use by children and to encourage social engagement with other children and adults.
- "Non-interactive media" means media that is used passively by children

CLOTHING

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 kindly ask that your

child does not wear slide-on shoes as they are not conducive 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 (labelled with their first and last name), a supply of disposable diapers and wipes or underwear, and spare pair of shoes in their cubby. Please make sure the spare clothing and shoes reflect your child's size and the current season.

COMMUNICATION

The primary form of communication will be via Brightwheel messaging. This will allow you to receive timely information and respond to questions/concerns the staff may have throughout the day. For more pressing concerns, you may receive a phone call, Brightwheel message, and email.

DAILY ROUTINE

Ann Arbor YMCA Child Development Center:

- Arrival & Greetings
- Morning Circle/Group Time
- Morning snack
- Message Board
- Large Group/Outdoor Play (if weather permits)
- Learning Centers/Structured Play
- Lunch
- Rest Time/Nap
- Afternoon Snack
- Read-Aloud/Choice Time
- Learning Centers/Structured Play
- Large Group/Outdoor Play (if weather permits)
- Departure

****It is **STRONGLY** encouraged that your child is here before 11:00AM, the bulk of academic learning and social interactions happen in the morning, and children lose out on those opportunities if they are brought much later****

FEEDBACK

We welcome parent/caregiver feedback. To report any feedback, concerns, complaints, and/or grievances you may contact the Center Director, the Senior Director of Child Development, and/or the Vice President of Youth Development. To report anonymously, please complete the [Parent/Caregiver Feedback & Concern Form](#). You can access the form by clicking the link above or scanning the QR code below. A copy of the QR code is also available at each center on the program bulletin board.

LICENSING

The Ann Arbor YMCA childcare programs are licensed by the [State of Michigan](#). 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 the Department of Human and Health Services (DHHS). Our programs are operated on a not-for-profit basis as a service to the families of Ann Arbor, Ypsilanti, and the surrounding areas. The YMCA Child Care programs are mandated by the Child Protection Law and will report to the Department of Human and Health 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 at your center.

NAPTIME

Children who stay for naptime must 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, extreme heat, or the real feel is 32 degrees Fahrenheit or below, or a real feel of 85 degrees Fahrenheit or higher. If your child is at school, they should be healthy and will be expected to participate in all activities, including outdoor play. If your child is too ill to go outside, please keep them at home. Parents/caregivers should make sure their children are dressed properly for weather, including sunscreen, snowpants, jacket/coat, boots, 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 we provide are shared by all children as part of the learning experience. 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 all (play) weapons at home.

The State of Michigan categorizes things such as lotions, ChapStick/lip balms, perfumes, hand sanitizers, etc. as chemicals and any need for these items must be documented with a medication form and given directly to the Center Director or Lead Teacher. No child may have these items on their person in a childcare facility.

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.

HEALTH POLICIES

BOTTLES

Children over the age of 2 years and six months are required to use a water bottle. Bottles are not permitted in toddler, early preschool, or preschool classrooms. Accommodations may be made for medical accommodation with signed notes from a physician.

CHILD PROTECTION

All YMCA employees, including our childcare staff, are **mandated reporters** and are required to report any suspected child abuse and/or neglect.

A childcare staff member shall immediately notify their supervisor if they suspect that a child has been abused or neglected.

FOOD ALLERGIES & ACCOMODATIONS

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

Documented food allergies/dietary restrictions will be accommodated with a suitable alternative. Please note that we are unable to accommodate food restrictions based on personal preferences, such as brand choices. If a food is being served that you prefer your child not eat, we ask that you provide an appropriate substitute from home that meets the required licensing standards.

HEALTH AND ATTENDANCE

The contents of each child's health and safety file are confidential but are available upon request to:

- Administrators and educators with parental/guardian consent.
- The child's parents or legal guardians.
- Regulatory authorities.

Parents should notify the center by phone or Brightwheel if their child is absent due to illness.

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.

Children experiencing **gastric symptoms** — including, but not limited to:

- Diarrhea
- Vomiting
- Abnormal stomach pain

Children may return to the program only after being **symptom-free for 48 hours without the use of medication**.

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.

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.

If your child is experiencing any symptoms that would typically prevent them from attending (e.g. fever, vomiting, etc.) after receiving immunizations, you will be asked to keep them home.

MANAGEMENT OF COMMUNICABLE DISEASE

Staff will be trained to recognize the common signs of communicable diseases and other illnesses 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 their parent or guardian:

- Diarrhea (more than one abnormally loose stool within a 48-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
 - This is based on recommendations from the Washtenaw County Health Department
- 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 without the use of medication prior to returning. If a child has diarrhea and/or vomiting, they must be free of symptoms for 48 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 and communicated.

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

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

Your center's team may require a doctor's 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 mildly ill children. 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.

MEDICINE

If a child is required to take medication prescribed by a doctor at the YMCA, parents must complete a "Medication 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, etc.) 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.

The State of Michigan categorizes things such as lotions, ChapStick/lip balms, 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.

NUTRITION

The purpose of our nutrition statement is to ensure that children receive 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 the 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.

Parents are responsible for providing their child's lunch each day. Please send a nutritious meal packed in a labeled lunch box. Staff are unable to refrigerate or reheat food, so we recommend including an ice pack to keep items fresh. We kindly ask that you do not pack items such as cookies, chips, candy, or sugar-sweetened drinks.

All meals are eaten in the classroom, where teachers sit with children to create a supportive and enjoyable mealtime environment.

Our Lunch time is scheduled from 12:00-12:30PM, if for whatever reason you have to drop your child off after this time, we ask that they have already had lunch as nap time begins directly after lunch.

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

PEST MANAGEMENT

Should a pesticide application be needed on our campus, the procedures below will be implemented:

- 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

ACCIDENT AND INCIDENT REPORTS

A detailed accident report is written when a child is involved in an accident with their 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.

ARRIVING AT THE YMCA CHILD DEVELOPMENT CENTERS

The staff of the YMCA Early Childhood Program assume responsibility for your child once you have signed them into our program each morning. Under no circumstances should your child be allowed to find their 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 Brightwheel.

- **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 summer, winter and evening pick up, this area becomes very crowded. The YMCA suggests you use one of the cities lots or residential parking in order to ease the congestion at peak times.

CHILD ABUSE PREVENTION

At the Y, the safety and well-being of every child in our care is our top priority. We are committed to maintaining a supportive, nurturing, and secure environment for all children. To uphold this commitment, we follow strict child abuse prevention policies designed to protect children and staff alike.

Staff Screening & Training

- All staff and volunteers undergo comprehensive background checks, including fingerprinting, where required by law.
- Staff receive extensive training in child abuse prevention, mandatory reporting, professional boundaries, and supervision practices.
- Training is refreshed regularly to ensure continued awareness and compliance.

Supervision & Interaction Guidelines

- Staff are never alone with a child; we enforce the "Rule of Three" (staff should be within view of others when interacting with children).
- Physical contact is limited to what is appropriate, safe, and respectful (e.g., high-fives, side hugs, or assisting younger children when necessary).
- Staff may not transport children alone in personal vehicles or babysit children they meet through the Y.

Reporting & Transparency

- The Y is a **mandatory reporter** of suspected child abuse and neglect. Any suspicions will be reported immediately to the appropriate authorities.
- Parents will be informed of any incidents or concerns involving their child, in alignment with legal and privacy guidelines.
- Anonymous reporting systems are in place for staff, volunteers, and families to voice concerns safely and confidentially.

Parent Partnership

- We encourage open communication between parents/guardians and staff. Please report any concerns or unusual behavior to program leadership immediately.
- Parents/guardians are welcome to observe programs and may request to review policies at any time.
- Our program spaces are designed to allow visibility and transparency, with open doors and windows where possible.

If you have any questions or concerns regarding our Child Abuse Prevention Policies, please speak with the Program Director or contact our branch leadership. We thank you for your partnership in helping us maintain a safe, positive, and nurturing environment for all children.

Together, we can help keep every child safe.

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 of any unfamiliar persons authorized to pick up a child. All children must be signed out by that person in Brightwheel upon departure.

EMERGENCY/WEATHER POLICY AND PROCEDURES

All sites are equipped with an electronically monitored fire alarm system. The YMCA Early Childhood and SACC 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 Brightwheel.

- Seasonal fire drills are conducted quarterly.
- A Fire Emergency Plan is posted in each classroom, including evacuation actions and a diagram of routes.
- Tornado drills are held at least twice quarterly.
- During a tornado, each classroom teacher will escort children to the designated storm safe space, where they will sit along the wall with heads down.
- Emergencies and accidents will be handled according to the parent's instructions on emergency forms.
- Minor accidents will be treated by Red Cross CPR and First Aid trained and approved staff members.
- When an accident or injury occurs, an incident report will be completed, filed at the center, and a copy provided to the parent for signature.
- Parents will be notified via Brightwheel of any incident requiring evacuation and the safe location of the children (exact locations are not publicly shared for security reasons).

To be sure that the school's plan and/or drills meet R 400.8269 (1), they should address caring for children during:

- Fire
- Tornado
- Flood
- Power outage
- Extreme weather event
- Other natural or man-made disaster
- Serious injury or accident
- Bomb threats
- Intruder/Active Shooter
- Other man-made emergency

To meet R 400.8269 (2), there must be:

- Evacuation plan
- Plan to safely move children to another site
- Shelter-in-place plan
- Lock-down plan
- Plan for contacting parents and reuniting them with their children
- How the center will keep operations going
- How children with special needs will be taken care of
- How children with chronic medical conditions will be taken care of as long as the school's emergency preparedness plan meets all these requirements, it may be used instead of creating a new plan.

Plan for Accommodating Children with Special Needs in Emergencies

Our program is committed to ensuring the safety and well-being of all children, including those with special needs, during any type of emergency.

- **Emergency Drills and Practice**
 - Children with special needs will participate in all emergency drills with necessary accommodations.
 - Staff will practice using adaptive equipment and following individualized plans during drills.
 - Adjustments will be made as needed based on observations and feedback from families.
- **Evacuation Procedures**
 - Extra time and support will be built into evacuation routes for children with limited mobility. Evacuation chairs, strollers, or other equipment will be used when needed.
 - If a child cannot safely evacuate in the same way as their peers, an alternate route and method will be documented in their Individual Emergency Support Plan (IESP).
- **Shelter-in-Place & Lockdown Procedures**
 - Sensory supports (noise-reducing headphones, comfort items) will be available for children who may experience stress or overstimulation.
 - Visual aids, social stories, or communication boards will be used to explain procedures in ways children can understand.
 - Staff will remain with children who may need reassurance, behavioral support, or specialized communication during the event.
- **Medical Needs**
 - Emergency supplies will include necessary medications, food substitutes for allergies, and medical equipment (as provided by families).
 - Staff trained in administering medications will remain with the child at all times during emergencies.
- **Family Communication**
 - Parents/guardians will be informed of their child's individualized emergency supports upon enrollment and updated annually or as needs change.
 - After an emergency, families will be contacted promptly with updates on their child's safety and status.

GENERAL SAFETY PRACTICE

- All reasonable efforts to ensure safety must be made at all times.
- No child shall ever be left alone or unsupervised.
- Handrails must be used when going up and downstairs.
- Extreme caution must be taken when walking near driveways.
- Children must always be spotted when using any equipment that is off the floor.
- The use of spray aerosols is prohibited when children are present.
- There is always immediate access to a working telephone.

SERIOUS INJURY

In case of serious illness or accident (if the parents cannot be reached), the director will contact emergency services. After emergency services have been contacted, the director will contact the emergency contacts. The emergency services response team will provide the emergency care needed and transport the child to the nearest hospital if necessary.

HEAD AND FACE INJURY

The safety and well-being of all children is our highest priority, and special care is taken when any injury

involves a child's head, face, or neck. If such an injury occurs, staff will respond immediately by assessing the child, providing basic first aid, and monitoring any signs of concussion or distress. Parents or guardians will be notified as soon as possible, regardless of the severity of the injury, and a written incident report will be provided. If the child shows concerning symptoms or appears to need urgent medical care, staff will call 911, contact the parent or guardian, and follow the center's emergency procedures. Staff will continue to observe the child for the remainder of the day and may request that the child be picked up early if symptoms worsen. If a child receives medical evaluation, the center may require a doctor's note before returning to care. All head and face injuries will be documented according to licensing requirements and kept on file at the center.

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 onsite

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

SWIMMING AND WATER SAFETY

- **Ann Arbor YMCA Child Development Center:** Children ages 3.5 and older in the Willow Room participate in a swim instruction program, which is included in tuition. Written permission from a parent or guardian is required before any child may swim or take part in water play activities in bodies of water two feet or deeper. The program focuses on creating a positive and enjoyable water experience for each child, led by a certified swim instructor with classroom teachers also present in the pool for support.

PROGRAMS

AGES FOR TUITION AND ENROLLMENT

Ann Arbor YMCA Child Development Center and School Age Child Care (SACC):

- Early Preschool - 30 months to 42 months
- Pre-K - 42 months until they enter Kindergarten/Young 5's
- Serves children in grades Young 5's - 5th attending Ann Arbor Public Elementary School. Ann Arbor YMCA Bus transportation is provided from the following schools to the Ann Arbor YMCA:
 - Ann Arbor Open
 - Bach
 - Eberwhite
 - Haisley
 - Wines

The Neighborhood Collaborative - School Age Child Care (SACC):

- Grades Young 5's - 5th attending Estabrook, Perry, and YIES

BEHAVIOR, DISCIPLINE AND PARTICIPATION POLICY

At the Ann Arbor YMCA, we believe children grow into independent, self-sufficient individuals by developing problem-solving skills and self-discipline. Our approach supports positive guidance and age-appropriate expectations.

- **We encourage self-discipline by:**
 - Setting realistic limits based on each child's developmental needs.
 - Planning environments that promote responsibility and independence within appropriate boundaries.
 - Using redirection or, when necessary, removing a child from a situation briefly to talk with a teacher and refocus behavior.
- **The following disciplinary practices are not permitted:**
 - Using physical restraint to confine children.
 - Humiliating, shaming, or verbally abusing children (including the use of profane language).
 - Restricting food, rest, or toileting as a form of punishment.
 - Placing children in isolation.
 - Using harsh, cruel, or unusual punishments.
 - Delegating disciplinary responsibility to another child.

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.

- Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation must be used.
- All of the following means of punishment are prohibited:
 - Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
 - Placing any substances in a child's mouth, including, but not limited to, soap, hot sauce, or vinegar.
 - Restricting a child's movement by binding or tying the child.
 - Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
 - Depriving a child of meals, snacks, rest, or necessary toilet use.
 - Excluding a child from outdoor play or other gross motor activities.
 - Excluding a child from daily learning experiences.
 - Isolating a child in an adjacent room, closet, locked room, box, hallway, darkened area, play area, or another area where the child cannot be seen or supervised.
- If redirection is not working, a child can be asked to sit with a teacher and "take a break" to re-regulate or calm their bodies down.

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 accommodation. 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 undergo 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, a child may be dismissed from the program if they pose a safety concern to themselves or others, or if they are unable to participate in a manner that supports a positive learning environment for all children.

The Director, Assistant Director and Classroom Teacher will work through any interventions that we 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 support. The 4th incidence may result in removal from the program.

Children and parents/guardians who display the following behaviors including, but not limited to, will be dismissed:

- Disruption, consistently failing to follow instructions
- Angry or vulgar language including name calling, swearing, slurs, threats
- Physical contact with another child and/or adult in an angry or threatening way
- Any demonstration of sexual activity or inappropriate touching of self or others
- Fighting, harassment, or intimidation with words, pictures or gestures
- Theft, destruction of property or equipment
- Carrying or concealing any materials that may be used as weapons
- Possession of drugs, alcohol, vapes, controlled medications or substances
- Safety threats

The YMCA holds the right to dismiss a child/family immediately in the case of extreme situations.

CURRICULUM

Our Child Development Center program use The Creative Curriculum. The curriculum is research-based and empowers children to be confident, creative, and caring learners through play-based, hands-on investigations—a research-based approach that incorporates language, literacy, and mathematics throughout the day.

EXTRACURRICULAR ACTIVITIES

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 staff to student ratio in our classrooms is a priority.**

FIELD TRIPS

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

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.

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/guardians. A transition packet will be provided for parents/guardians.

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.

FAMILY INVOLVEMENT

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/caregiver notify the classroom teacher of their presence. Please keep your child's classroom schedule in mind, while scheduling a visit.

PARENT/GUARDIAN-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 PARENT/GUARDIAN CONCERNS

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 Senior Director or Vice President of Youth Development.

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.

Ann Arbor YMCA Summer Camp Options for Ages 5 - 17

The Ann Arbor YMCA offers a variety of enriching, full-day camp experiences throughout the year that meet the needs of school-aged children and teens — ideal for summer break, school breaks, and full-day care when school is not in session.

Families can find schedules, registration information, and financial assistance options on the Ann Arbor YMCA's camp pages or by contacting the Camp AGQ at camping@annarborymca.org or Day Camp Registrar at daycamps@annarborymca.org.

Camp AGQ (Burt Lake, MI) - Overnight Camp Experience

For families interested in a traditional overnight camp experience, Camp AGQ offers extended sessions where campers ages 8–16 live in cabins, build friendships, and grow through outdoor activities, swimming, waterfront experiences, and character-centered programming. This is a great choice for older children ready for an immersive camp experience outside of Ann Arbor.

Camp Birkett Outdoor Center (Pinckney, MI) - Traditional and Teen Camp Experience

Set in a natural outdoor environment on the shores of Silver Lake, Camp Birkett combines classic camp fun with skill-building experiences. Campers participate in swimming, canoeing, archery, outdoor education, sports, arts & crafts, and themed activities that encourage confidence and teamwork. Transportation to/from Ann Arbor is available for added convenience.

Camp New Heights (Ypsilanti, MI) - Day Camp and Teen Camp Experience

During the week, campers experience theme-based activities that include sports, arts and crafts, science experiments, team-building games, silent reading time, nutrition lessons, enrichment activities, and more. The program is intentional about fostering friendships, building skills, and creating a sense of accomplishment and belonging for every camper.

Camp Treetown (Ann Arbor, MI) - Sports, Specialty, and Teen Camp Experience

Camp Treetown provides full-day camp programs all summer and during out-of-school time with offerings that encourage creativity, curiosity, and leadership. This program supports character development, social-emotional growth, and meaningful friendships. Sports and Specialty camp options help older campers explore interests while younger campers engage in traditional camp activities.

Out of School Time Camp (Follows the AAPS and YCS Calendar)

OST Camps operate alongside the Ann Arbor Public Schools and Ypsilanti Community Schools year calendars to provide camp opportunities and care for kids year-round on both early release days and full days out of school. Please note that we do not provide care on snow days.

Camp New Heights (Ypsilanti, MI)

Camp New Heights OST runs similarly to their summer day camp programming. Campers participate in theme-related activities, arts & crafts, science experiments, team building, silent reading time, enrichment activities, and more.

Camp Treetown (Ann Arbor, MI)

- **Gymnastics Camp:** Gymnastics Camp is an opportunity for campers to be introduced or improve their gymnastics skills while making friends with peers. Similar to All Star Sports Camp, Gymnastics Camp is a mixture of gymnastics programming and traditional camp activities like arts and crafts, trips to nearby parks, and more! No prior skill level is required.
- **Kidventure Camp:** Kidventure Camp is centered around the traditional summer camp experience. Campers participate in a wide variety of activities including games and songs, science experiments, sports, arts and crafts, swimming, travel field trips, and more!
- **Team Sports Camp:** Sports focused camp with emphasis on variety. Each day campers participate in a handful of different sport activities as well as some traditional camp activities like arts and crafts, trips to nearby parks, and more! No prior skill level is required.