

Union County Family YMCA Childcare Parent Handbook

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We build strong kids, strong families, strong communities.

Foreword

Welcome to the Union County Family YMCA Childcare. We first began offering childcare at the YMCA in 2002 and we continue to grow. This booklet has been designed to help you understand the services that we offer and the level of our capabilities. The operating policies and procedures in this booklet have been approved by the Ohio Department of Job and Family Services. It is very important that you read this handbook carefully and keep it on hand as long as your child is enrolled in the program. It will answer many of the questions you may have.

Message from Suzy Zumwalde; CEO/Executive Director

I would like to welcome you and your child(ren) to the Union County Family YMCA. The YMCA takes great pride in providing the best childcare experience for your child(ren). We utilize our national YMCA resources, since the YMCA's are the largest childcare provider in the country, and incorporate character development into all of our programs. If at any time I can make this a better experience for you, please let me know.

Philosophy and Goals

Our childcare program was established to provide quality, loving care for children aged 3 to 12 years of age. We want to implement the YMCA's core values of Caring, Honesty, Respect and Responsibility and the attention we give to your child. The staff recognizes the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased you have chosen to include us in the growth and development of your child. Given the stages of development of the children in our program, we generally focus on the following:

1. Fostering an attitude and atmosphere where a child is comfortable with teachers and other children
2. Teaching the concepts of sharing, working as part of a group, taking turns, listening, caring, honesty, respect, responsibility, values and morals just to name a few
3. Building a positive self image
4. Establishing and building a firm educational base

Licensing

We are a licensed childcare provider under the standards established by the Ohio Department of Job and Family Services. These rules are available for review in Michelle's office. We are evaluated twice a year. Union County Family YMCA's licensing record, including but not limited to compliance reports from the Ohio Department of Job and Family Services and evaluation forms from building and the Fire Department, are available upon request from the Department of Job and Family Services. All license reviews from the current license inspection are posted in the hallway between the Preschool and Kindergarten Enrichment room. A toll-free number for parents to call to report a violation, to register a complaint, or for licensing information are in Columbus: (614) 466-7765 or (866) 635-3748.

Enrollment

Upon enrollment of your child, all registration forms must be completed and fees must be paid. The administrator must confirm the availability of space and the proper paperwork must be received. This includes basic enrollment and health information. Any change to this information must be communicated to the office so that current information is always on file. This is for the safety of your child. A medical form must be signed by a physician or registered nurse

practitioner and returned to the office within 30 days of admission. The only time this is not needed is if your child is of school age. This medical must be updated every 13 months and must always use the state required form. Union County Family YMCA does not discriminate in the enrollment of children based on race, color, religion, sex or national origin, or disability in violation of ADA act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

3 Year-Old Preschool

Our 3-year-old preschool is open to any child who is of the age of 3 by August 31st. The child must be potty trained and able to use the restroom by his/herself.

4 Year-Old Preschool

Our 4 year-old preschool is open to any child who is of the age of 4 by August 31st. The child must be potty trained and able to use the restroom by his/herself.

Kindergarten Enrichment

Our kindergarten class is open to any child who is of kindergarten age. We also allow 4 year-olds who are not in kindergarten to attend our class provided they are able to follow along and understand the curriculum.

Latchkey/Camp (Before and After School care)

Latchkey is open to anyone between the ages of 5 –12 years of age during the school year.

Summer Camp

During the summer months, while the kids are out of school, we provide all day childcare for any child between the ages of 3 and 12 years of age. We have separate camps for different age groups and we also offer a special needs camp. These camps can be attended for the entire summer or just a couple weeks out of the summer. We plan fun activities for the children to do throughout the week including field trips, swimming, crafts and many other options.

Hours of Operation

The Union County Family YMCA childcare is available from 6:30 am to 6:00 pm Monday thru Friday. Childcare will not be available to observe the following holidays: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Due to fixed costs averaged over the calendar year and staff paid holidays, there will be no reduction in tuition for these holidays. The holiday schedule is subject to change based on which days they fall.

Late Pick-up Charges: Parents who pick up their child after the regular closing time will be charged a late fee as follows: ONE DOLLAR PER MINUTE PER CHILD. These fees must be paid in cash, directly to the closing teacher. There are no exceptions. If you know you are going to be late, a phone call is requested to ease the concern of the teachers and your child. Please realize our staff is also anxious to get home to their families.

Staff/Child Ratios and Maximum Group Size

The Union County Family YMCA childcare will adhere to the State of Ohio's guidelines for maintaining proper teacher-child ratios at all times. We will not exceed the following state required ratios:

		<u>Maximum Group Size</u>
3 yrs -	1:12	2:24
4 yrs -	1:14	2:28
KG and Schoolage -	1:18	2:36

Tuition/Fees and Payment Policies

Tuition is due at the beginning of the month for all preschool and financial assistance families. Your payment is expected no later than the end of the first week of the month. For all other programs, your tuition is due no later than the Monday following the week for which you are paying. You may pay a couple of weeks at a time as long as you're paying in advance. You may not carry a balance and pay it off monthly. Balances will not be tolerated and you will be notified as soon as a balance is apparent on your records. If you ever have a question regarding your balance or how much you owe, please ask Michelle directly or leave a note in her mailbox.

Payments: Payments may be made by cash, check, credit card or money order. When paying, please stop at the front desk and speak with the staff there. They will be able to tell you the amount of your account balance. They will issue a receipt immediately. Please keep all receipts for your records. For any returned checks, there will be a \$30 returned check fee applied.

Part-Time Rates: There are no part-time rates for any of our programs except summer camp. If your child attends only one, two, or three full days in a summer camp week, you may pay the daily rate, but this is the only exception to the rule. Four and five day summer camp weeks are the full tuition rate.

Vacations: We ask that you notify Jennifer if you are planning on not being here for a full week of summer camp or latchkey. If your child does not attend for a full week of camp or latchkey, you do not have to pay any tuition. For preschool, if your child does not attend for a full month, you do not pay tuition for the month.

Inclement Weather/School Delays/Cancellations: On rare occasions, it may be necessary to close the YMCA due to poor weather conditions. We will make every effort to make childcare available as often as possible, but if it is ever a Level 3 snow emergency, childcare will automatically be closed. Please watch NBC 4 for any information. The YMCA Director also has the authority to close the YMCA if a Level 2 emergency is in place and weather is progressively getting worse. Union County Family YMCA childcare will operate a full day program for school-lagers when school is closed for vacations, delays or cancellations on most days. On the days specified that the YMCA is closed, there will be no childcare available.

Late Starts/School Days Off: When your child is at the YMCA for a full day due to a school day off or snow day, or if there is a late start for the school kids, there is an additional fee. Please see the chart below to determine the credit amount.

Preschool: Whenever Marysville School District is closed for any reason, there will be no class. There is no reimbursement for scheduled days off in the school district. If school is cancelled due to inclement weather more than twice a month on your child's scheduled school days, there will be a credit assessed to your account for the following month. Please see chart below to determine the credit amount.

Outdoor Play: For licensing purposes, our gym is considered our 'outdoor play' area. We will use this along with the grassy area behind the YMCA for play. When the weather is suitable, we will go to the grassy area, but when it is raining, snowing, storming etc., we will use the gymnasium. Any child who is in attendance in any of the childcare programs for more than four hours will always have outdoor play time. We will not play outside when there is inclement

weather or when it is above 95 degrees or below 35 degrees. During these times we will have our indoor large muscle play in our gym.

Financial Assistance

The Union County Family YMCA wants everyone to be able to participate in all of our programs no matter what kind of financial circumstances you may have. If you are not able to afford our childcare services, there are a number of other options you may try. You must first go to the Job and Family Services Department/ Child Care Network and apply for financial assistance through the state. If you are denied, you may then apply here at the YMCA for the possibility of financial assistance through us. You can ask for an application at the front desk.

Current Tuition Rates

YMCA LATCHKEY 2009-2010 Member/Non-Member Rate

	<u>AM</u>	<u>PM</u>	<u>AP</u>
Weekly	\$40/\$50	\$45/ \$55	\$60/\$70
Drop In*	\$10	\$12	\$14
Full Day**	\$15	\$15	\$10

*Drop in for a school delay: \$5 in addition to normal rate

** In addition to regular rate

Plain City LATCHKEY 2009-2010

	<u>AM</u>	<u>PM</u>	<u>AP</u>
Weekly	\$30	\$40	\$60
Drop In*	\$7	\$10	\$12
Full Day**	\$15	\$15	\$10

*Drop in for a school delay: \$5 in addition to normal rate

** In addition to regular rate

PRESCHOOL 2009-2010

	<u>T/TH</u>	<u>M/W/F</u>
Monthly	\$80/\$90	\$115/\$130

\$8 credit per class if cancel class more than twice a month

KINDERGARTEN ENRICHMENT

Kindergarten only: \$60/\$70

AM OR PM Latchkey w/ KG: \$70/\$80

AM AND PM Latchkey w/ KG: \$80/\$90

Non-School Day and School Delay Care

Daily/Drop In Price: \$35

Weekly Price: \$115

UC CAMP (school age) 2009

Weekly \$115 member/\$125 potential members

Daily \$35 members/\$40 potential members

KANGAROO CAMP (Preschool age) 2009

Weekly Full Day \$130 members/\$150 potential members

Weekly AM Only \$65 members/\$75 potential members

Sample Daily Schedules:

Preschool – 9:00-9:30	Drop off/Structured Free Play
9:30-10:00	Circle Time
10:00-10:30	Centers
10:30-11:00	Bathroom Break/Snacks
11:00-11:30	Gym/Outside Time & Pick up
12:30-1:00	Drop off/Structured Free Play
1:00-1:30	Circle Time
1:30-2:00	Centers
2:00-2:30	Bathroom Break/Snacks
2:30-3:00	Gym/Outside Time and Pick up

Kindergarten – 9:00-9:15	Arrival/Attendance	12:30-1:00	Quiet time/ silent reading
9:15-9:45	Circle Time		
9:45-10:15	Centers	1:00-1:30	Centers
10:15-10:45	Gym	1:30-2:00	Art
10:45-11:15	Group work	2:00-2:30	Story time
11:15-11:25	Clean up/ready for lunch	2:30-3:00	Individual wk
11:25-12:00	Lunch	3:00-3:30	Circle closing
12:00-12:30	Outside Play	3:30-4:00	Clean up

Latchkey – 6:30-8:15	Free Play
8:15-9:00	Vans leave for school
8:20-9:00	Free Play for Kindergarten
3:30-4:00	Picking kids up from school
4:00-4:30	Snack
4:30-5:00	Homework/Quiet Play
5:00-6:00	Outside Play

All Day Latchkey – 6:30-9:00	Drop off/Free Play
9:00-9:30	Roll Call/Stretches
9:30-11:30	Daily Activities: Gym/Outside/Crafts
10:00-10:15	Snack
11:30-12:15	Lunch
12:15-1:00	Quiet Time
1:00-3:00	Afternoon Activities/Swimming
3:00-3:30	Snack Time
3:30-4:00	Clean Up/Stretches
4:00-6:00	Pick Up/Outside Play

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of the children, anticipate possible hazards and take the necessary and appropriate precautionary and preventative measures.

Arrival and Departure: Upon arriving, you must bring your child to his/her class and make sure the teacher has seen you and your child. Let the teacher know that you are leaving with your child at pick up time and escort your child to the exit. The teachers will sign the children in and out for each day. Please do not drop your child off at the front door and expect them to walk to their room without your escort. No child shall ever be left alone or unsupervised. We want to make sure all children arrive and depart safely. Please notify us if someone else is scheduled to pick up your child.

Parent Drop Off/Pick-Up Parking: When dropping off or picking up your child, you will need to park your car in one of the parking spaces and walk in. There is no parking allowed in our circle drive area in front of the entrance. This area is not for any parked cars. Even though it usually only takes a few minutes to pick up your child, other events may arise where your car is parked and blocking the circle drive for a period of time. Please respect what the circle drive is intended for and do not park in this area for any reason.

Supervision of Preschoolers: At no time will a child be left unattended. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

Supervision of School-age Children: School-age children may run errands to and from the gym and restroom alone or in groups of no more than six without supervision as long as the following conditions are met: Children are within hearing distance of a teacher, the teacher checks on the children regularly until they return and the restroom is for exclusive use of the center.

Children arriving at the YMCA from School: We do care for school age children. They will be leaving and returning to and from our center for school. If a child is scheduled to arrive and does not, we will first ask the teachers and/or Jennifer if they have received any messages. If not, we will contact the parent to confirm that the child was scheduled to arrive. We will then contact the place from where the child was arriving. We will determine action with the parent after these contacts have been made. For this reason, it is very important that the parent contact us by phone or in writing to confirm that their child is not scheduled to return to the Union County Family YMCA on any given day.

Release of a Child: Staff will only release children to persons authorized by the parents on the child's Pick-Up List. If someone is picking up your child other than you, the child will be released upon identification as long as they are on your Pick-Up List. All people picking up your child(ren) must provide a picture ID; please let the person know that they will need to provide an ID so they are not offended. The children's safety is our first priority!

****Staff will not release a child to anyone who appears to be under the influence of drugs and/or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.**

Custody Agreements: If there is custody issues involved with your child, you must provide Michelle with court papers indicating who has permission to pick up the child. We may not deny a parent access to their child without proper documentation unless under the influence.

Child Abuse Reporting: All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency.

Field Trips/Transportation of Children:

Emergencies: Union County Family YMCA will not transport children in emergency situations. If a child requires transportation, the parent and/or emergency squad will be contacted.

Field Trips: We will be taking periodic field trips, which will also be done with a trained staff member. Each child on the trip shall have identification attached to him/herself containing the center's name and phone number. Before departing the YMCA, a count will be taken of all children and they will be marked on a separate attendance sheet specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. The process will be repeated upon leaving the destination and returning to the YMCA. During the course of a field trip, each staff member will have specific children that they are responsible for supervising. Before any child participates in a field trip, we will obtain written permission from the parent or guardian through a permission slip form. This written parent/guardian permission is required for all trips. Emergency transportation authorization, contacts and health records will be taken for each child that participates on a trip away from the center. All transportation during the school year and much of the summer programs will be provided by our 15 passenger vans. Any other transportation will be from school busses.

Discipline and Guidance Policy

The Union County Family YMCA childcare uses a series of positive reinforcement tools to shape the behavior of children. Children are praised and positively reinforced for appropriate behaviors and attitudes. Positive reinforcement leads to a feeling of self-worth. Positive self-image is important for every child. When discipline occurs, teachers will remove a child from the situation. The teacher will speak to the child privately regarding his/her behavior. The child will have a moment to watch the children who are playing appropriately and to sit privately until they are ready to resume appropriate play themselves. Time-outs will be age appropriate in length and done within the classroom. Positive redirection will also be used. The use of physical punishment or physical restraint is never permitted. Discipline shall not include withholding food, rest or toilet use. Children will not be subjected to verbal abuse or profane language. This policy applies to all children in our care.

Dismissal Policy: The Union County Family YMCA will dismiss a child who is outwardly aggressive, if the child's behavior poses harm to him/herself, other child or staff members. When a situation arises, we will devise a guidance plan with the child's family. This plan will be in accordance with Rule 5101:2-12-22 OAC. A guidance plan is designed on an individual basis and may permit thirty days for improvement or only three days. We reserve the right for immediate dismissal for any child who intentionally puts him/herself, other children, parents or staff in danger. Union County Family YMCA also reserves the right to withdraw a child whose parent is disrespectful or threatening to any staff member or other parent.

Character Development

At the YMCA we have our 4 core values: Caring, Honesty, Respect and Responsibility. We always try to bring those out in the children in our program. Our teachers portray these values in their teachings and in the ways they interact with the children. We try to demonstrate these values by leading by example, through communications and in our activities that we do with our children. It is important to us to demonstrate these values to your child and we hope it is important to you as well.

Meals and Snacks

The Union County Family YMCA will be providing an after school snack for your children in the latchkey program. This snack will contain at least 2 items from at least 2 food groups. We ask that you provide a snack for them in the mornings if necessary and that it contain at least 2 items from two of the four food groups. Children will also need a morning and afternoon snack during camps and on no school days. All snacks must contain two food groups. You will also need to provide a lunch for your child and there will be a scheduled lunchtime during the day for your child to sit down and eat their lunch. Please send lunches that meet all five food groups stated by the USDA food pyramid. A meal shall meet one-third of the daily dietary allowances for children. To do this it must contain a minimum of; one serving of milk, one serving of meat or meat alternative, two servings of vegetables and/or fruits (one serving of each is recommended) and one serving of bread or grains. Juices may be sent with snacks to satisfy the fruit serving, but they must be 100% fruit juice. Milk must accompany lunches unless the child has a medical excuse. Your child's lunches do not have access to microwave or refrigerator use, so please pack them accordingly. No glassware is permitted inside the Union County Family YMCA. If an item in your child's lunch requires an eating utensil, you will need to provide one as the YMCA is not responsible for any utensils.

Swimming

When we are swimming or playing in water, children will be supervised by the number of teachers required by ODJFS ratios which are:

3 year-olds: 2:20

4 year-olds: 2:24

Kindergarten: 2:28

1st and up: 1:18 or 2:36

A written parent/guardian permission is required for all swimming activities which is included in your registration packet. As stated in your swimming permission slip, we will provide one extra adult than required. There will always be a certified lifeguard on duty when the children are in the pool area, whether it is at our pool or when we travel to outdoor pools and they will assist in supervising your child along with the teachers. **You will need to provide sunscreen for your child when we play outside and you will also need to sign a medication form for us to be able to keep the sunscreen here and let them apply it here.** Whenever we are scheduled to swim, please be sure to have your child bring a swimsuit, towel, sunscreen (for outdoor water activities with a medication form) and water shoes when playing outside.

Accidents/Emergencies

Fire/Tornado Threats: Fire drills are held monthly to acquaint your child and our staff with evacuation procedures. This may alarm your child at first, but your child will soon become accustomed to it and know what to do. Our building is equipped with a fire alarm system and fire extinguishers placed throughout the building. Records of monthly fire drills and seasonal tornado drills are kept in the rooms. Emergency plans are posted in each room. In the event of

a fire or tornado, staff would follow the plans posted in each classroom describing emergency evacuation routes and the procedures to follow to ensure that children have arrived at the designated place.

Other Threats: In the unlikely event there would be an environmental threat or threat of violence, the staff will secure the children in the safest location possible. They will contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report will also be provided to the parents.

Injuries: There is always a staff member present that has received training in First Aid, Communicable disease and CPR. In the case of a minor injury/accident, staff will administer first aid. If the injury is more serious, first aid will be administered and the parents will be contacted immediately to decide on a plan of action. If any injury is life threatening, we will follow the plan requested by the parent on the registration form. We will call EMS and the parents immediately. Only parents or EMS will transport. A staff member will accompany the child to the hospital with their health records.

Incident/Injury Reports: A report will be completed on the day of the injury if any of the following occur: the child has an illness/accident/injury that leaves a mark or one in which first aid is required, the child receives a bump or blow to the head, the child has to be transported by EMS or if an unexpected/unusual event occurs that jeopardizes the safety of the child. The person picking the child up at the end of the day must sign the report. If emergency transportation is required, a report must be given within 24 hours of the incident.

Management of Illness

Your child's health is a matter of importance to us. We will provide all children with a clean and healthy environment. However, we realize that children become ill from time to time. If your child becomes ill while at the YMCA, you will be notified to pick your child up immediately. If this is your child's first group care experience, it is possible that they may experience more frequent illness until their immune system adjusts. We observe all children as they enter the program to quickly assess their general health. Please do not bring a sick child to our program; they will be sent home. Also, please plan ahead and have a back up plan if you are not able to come get your child. In such an event, your child will be isolated from other children (with a staff person) until you arrive. Children enrolled in the center will be immediately isolated and discharged to his/her parent or guardian if they show the following signs or symptoms:

- Diarrhea (more than one abnormally loose stool within 24 hours)
- Yellowish skin or eyes
- Temperature (100 degrees or above taken by auxiliary method with any other sign of illness)
- Conjunctivitis or redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Untreated skin patches, unusual spots or rashes
- Stiff neck with elevated temperature
- Repeated vomiting or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing
- Unusually dark urine and/or gray or white stool
- Evidence of untreated lice, scabies, or other parasitic infestations

Exposure to Communicable Disease: If your child has been exposed to any type of communicable disease, you will be notified within the next day of center operation by a posted sign outside of the affected room. If you know your child has contracted a communicable disease, such as chicken pox, measles, whooping cough, strep throat, etc., you must notify Michelle immediately so other parents can be notified.

Mild Illness: Any child who is considered to be “mildly ill” will be closely observed for worsening symptoms and conditions. A mildly ill child is defined as one that is experiencing minor common cold symptoms or who does not feel well enough to participate in activities but is not exhibiting any of the symptoms listed above. If a mildly ill child begins to exhibit conditions as stated above, they will be isolated from the group (still within sight and hearing of a staff member) and his/her parents will be notified immediately for pick-up.

Exclusion Policy: If your child has contracted or met a contagious disease, please notify the YMCA so that other parents may be aware of the situation. In the event of a contagious/communicable disease, your child will be re-admitted only if your child is symptom free for 24 hours without the use of medication. If your child has been sent home with a fever (over 100 taken under the arm) they must remain at home for 24 hours- this does not change even in the event of a doctor’s excuse. This policy is in place only to help control the spread of any infection.

Staff Trainings: We have a staff member on the premises at all times that is trained in First Aid and the Recognition and Management of Communicable Diseases. We train all new staff with the proper guidelines for hand washing and disinfecting procedures. Our communicable disease chart is posted on Michelle’s office door.

Medication: We will administer medication to a child only after a medication form as been completed by a parent and doctor. **A Request for Medication Form must be completed for sunscreen.** We must also have a signed and completed Medical Care Plan Form on file for each child receiving medication. Medications will be stored in a designated area inaccessible to children. Medications may not be stored in a child’s bookbag with a note, it must be brought in by the parent. Please do not leave medicine in the classroom. Please give it to your child’s teacher or Suzy Zumwalde and ask that it get to Jennifer for proper placement if she is not in. All medication must stay out of the reach of children. The only exception to this would be for schoolage children who use an inhaler for a medical condition.

All prescription medication must be in the original container, indicating the child’s name, type and date of the prescribed medicine, and the amount and time of dosage. We will administer in accordance to the instruction on the label. This applies to over the counter medication as well. A physician can give different instructions on the Request for Medication Form at the request of the parent. Instructions for administering medication must be specific. Over the counter medication will not be administered for longer than 3 consecutive days without instructions from a physician.

Parental Participation

Our childcare department has an Open Door Policy. We invite you to drop in unannounced at any time during our operating hours. You are encouraged to participate in any of our activities. Rosters of parent names and phone numbers are available upon request. These rosters will not include information of any parent who requests the administrator to not include his/her name and phone number.

Celebrations: We would like to celebrate holidays and birthdays. When your child has a birthday, please feel free to send a treat to help celebrate.

Conferences: The administrator and teachers are always available for parents who need assistance or have concerns related to the child's progress, needs or program in general. We will provide conferences for all children upon parent's request.

Staff Qualifications

All staff members must have a high school diploma and must be at least 18 years of age. They must provide at least three verifiable references, a medical statement and a copy of a driver's license and social security card. We do conduct criminal background checks. Also, each teacher is required to complete at least fifteen hours of training per year for a total of forty-five hours within three years. The four required courses are First Aid, CPR, Recognition and Prevention of Child Abuse and Recognition and Management of Communicable Disease. Teachers are re-certified every three years. Employees must also read and sign a notice to adhere to the rules and regulations as outlined in this handbook.

Discipline & Guidance Policy for Union County Family YMCA

1. **Redirection** – Try to redirect child(ren) to a different activity / toy
 2. **Talk with child(ren) about incident** – Discuss what happened and how it could have been resolved. Also discuss what consequences will occur if the behavior happens again.
 3. **Remove child from situation** – The child should sit in a quiet area away from the activity. After the child has calmed down discuss the incident and what further action may be necessary.
 4. **Incident Reports** – Fill out an incident report and discuss what happened with the parent. Reports **MUST** be signed by staff involved, department supervisor, executive director, and parent.
 5. **Call Parent** – Director will contact parent. Parent must make arrangements **immediately** for child to be picked up.
 6. **Meeting with Parent** – If the incident continues to occur on a regular basis the department supervisor will set up a meeting with the parent(s) to discuss the situation. A behavioral plan will be implemented.
 7. **Removal From the Program** – if the incident occurs again, the child will not be permitted to attend the program.
- **Discipline must be:**
 - 1) Individualized and consistent for each child
 - 2) Appropriate to the child's level of understanding
 - 3) Directed toward teaching the child acceptable behavior and self-control
 - **A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least one of the following:**
 - 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - 2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - 3) Redirecting behavior using positive statements; and
 - 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
 - **There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:**
 - 1) Corporal Punishment or threats of corporal punishment;
 - 2) Punishment associated with food, naps, or toilet training;
 - 3) Pinching, shaking or biting a child;
 - 4) Hitting a child with a hand or instrument;
 - 5) Putting anything in or on a child's mouth;
 - 6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - 7) Subjecting a child to harsh, abusive, or profane language;
 - 8) Placing a child in locked or dark room, bathroom, or closed area with the door closed; and
 - 9) Requiring a child to remain silent or inactive for inappropriately long periods or time for the child's age.

*Do not detach, this page is included in the registration packet. This copy is for your records
My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature _____ Date _____

Check one please:

____ Parent ____ Employee/Caregiver

Parents,

After reading the Parent Handbook, please sign and return this page to the YMCA. This is due before your child's first day at the YMCA. Please feel free to contact the YMCA any questions about the policies in the handbook.

I acknowledge that I have received a copy of the parent handbook for The Union County Family YMCA childcare and have had the policies reviewed with me. I agree to follow all of the policies outlined within.

Signature of parent/guardian

Date

Signature of parent/guardian

Date

*Do not detach this form, it is also included in the registration packet. This copy is for your records.