



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WELCOME TO THE YMCA OF GREATER GRAND RAPIDS CHILD DEVELOPMENT CENTER PROGRAMS

Welcome to the YMCA Child Development Program. This parent handbook provides valuable information about your child's activities, the Center's philosophy, policies, and general information about our program. Parents and the director will be looking at this together prior to a child's admission to the Center. Any questions parents may have regarding this manual are to be referred to the Center Director.

YMCA MISSION STATEMENT

We put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

PHILOSOPHY

The YMCA Child Development Center is geared to the individual needs of children. Each room provides a play centered environment with a wide range of materials and developmentally appropriate activities, which allow children to manipulate, discover, explore, make choices, and create according to their interests. Each child is recognized and valued as a unique individual with a capacity for growth and development. Through group and individual activities, each child is encouraged to develop emotionally, socially, creatively, and intellectually, at his/her own rate.

Our definition of quality is formed from the YMCA using standards established by the YMCA of the USA, the National Association for the Education of Young Children, and most importantly the needs of the individual children and parents we serve.

The essential component of our child care program is our staff. Staff are trained in growth and development and set age appropriate expectations. Staff guide and direct children with warmth, concern, acceptance, approval, and respect enabling children to develop a strong, positive self-concept. A warm responsive atmosphere is provided to foster a sense of trust and autonomy, as well as to encourage cooperation, communication and respect for others.

Another component of our philosophy is that families should not be turned away due to an inability to pay for quality child care. To this end, we have established a scholarship fund (through United Way and our own Strong Kids Campaign) to assist parents in affording YMCA child care. Donations are also welcome. Additionally, we accept DHS payments for child care.

The YMCA believes strongly that quality child care is only possible when parents are involved in the make up of the program, directly or indirectly. A variety of options are available for parents to participate in some way.

CURRICULUM

The YMCA of the USA believes learning takes place as children touch, manipulate, and experiment with things and interact with people daily. At YMCA Child Development Centers children's play is an essential component of our curriculum and through their play experiences, themes or projects are developed that guide our daily activities and interactions. The YMCA of the USA has embraced Creative Curriculum as its curriculum of choice.

The Creative Curriculum has ten core content areas: literacy, mathematics, science and technology, physical, language, cognitive, social/emotional, language acquisition, social studies and the arts. The YMCA has identified two additional content areas: healthy habits and social, moral and spiritual development.

By using Creative Curriculum as our framework, we focus on

- 1) How children develop and learn
- 2) The learning environment in which children learn
- 3) What children learn
- 4) The role of the teacher
- 5) The role of the family

Our program uses Creative Curriculum individual assessments and also child portfolios to assess the children's developmental progress four times per year. The teaching staff and families discuss the results of the assessments and plan for continued growth throughout the year.

TYPICAL DAILY SCHEDULE (younger/older toddler, preschool, full day school-age)

From time the Center opens-8:00 a.m.	Arrival/Child Choice/Morning Snack
8:00-9:00 a.m.	Breakfast/table toys
9:00-10:00 a.m.	Small group/large group time
10:00-11:30 a.m.	Child choice/outside/gross motor
11:30 a.m.-12:30 p.m.	Lunch
12:30-2:30 p.m.	Rest time/quiet activities
2:30-3:30 p.m.	Snack/table toys
3:30-4:30 p.m.	Small group/large group time
4:30-to the time the center closes	Child choice/outside/gross motor/departure

Please note, this is a typical schedule. Each classroom will have a personalized daily schedule to guarantee children's developmental needs are being met.

To assure that the changing developmental and individual needs of each infant are met, the program will permit infants to eat and sleep on demand and will not be required to function as a whole group. Teachers will plan developmentally appropriate activities based on the age of the child.

ASSESSMENT POLICY

The YMCA of Greater Grand Rapids Child Development Centers conduct assessments on all children at least twice annually (generally fall and spring). This ongoing process documents and assesses children's knowledge, behaviors, and then plans for their learning. The teaching staff assess each child in their classroom environment by documenting observations, collecting samples of work, and creating portfolios. The YMCA uses the Creative Curriculum Developmental Continuum Assessment System as the framework for these assessments. Through these intentional observations the teaching staff is able to have a comprehensive picture of the developmental needs of the individual child as well as the classroom as a whole, which will be the basis of planning for small and large group activities. The teaching staff will conduct conferences with families to discuss the child's progress and together create a plan based on the child's individual needs. If the teaching staff and/or the parents feel there is a need for further formal assessment or assistance based on our evaluation, the YMCA will provide additional resources or refer the family to the appropriate agency. All results of the assessments are kept confidential.

CONFIDENTIALITY STATEMENT

YMCA of Greater Grand Rapids Child Development Centers maintains confidentiality and will respect the family's right to privacy, refraining from disclosure of confidential information (including health and assessment information) and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, we will share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest. Disclosure of children's records beyond family members, program personnel, and consultants having an obligation of confidentiality shall require familial consent (except in cases of child abuse and/or neglect).

SUPERVISION POLICY

The Center shall provide appropriate care and supervision of children at all times. The ratio of teachers to children present at all times shall be based upon all of the following provisions:

- For infants and young toddlers, 0-30 months, there shall be one teacher for 4 children.
- For older toddlers, 30-36 months, there shall be one teacher for 8 children.
- For children 3 years of age, there shall be one teacher for 10 children.
- For children 4 years of age, there shall be one teacher for 12 children.
- For children school-age up to 12 years of age, there shall be one teacher for 18 children.
- If there are children of mixed ages in the same room, then the ratio shall be determined by the age of the youngest child.

ADMISSION

Parents may enroll their children either on a full time or part time basis, depending on the availability of the Center. Children will be enrolled on a first come first serve basis, regardless of nationality, race, gender or creed. Based on availability, full time enrollment will be considered first over part-time. Part-time families may be asked to change their schedule to accommodate incoming children or at classroom transition time.

It is the policy of the YMCA to accept enrollment with special needs on a trial basis if needed. Every attempt will be made to serve children with a variety of needs.

Before a child can begin attending the program, it is **mandatory** that the center have on file the following items:

- **bank draft agreement**
- **enrollment agreement**
- **child information record**
- **health appraisal form along with immunizations**
- **food program enrollment form and income eligibility statement if applicable**

Physicals and immunizations need to be updated on a regular basis. Failure to meet these basic requirements, as set by the Michigan Department of Public Health, in absence of a valid waiver, requires the child care program director to exclude the child from any child care program. Local health departments may set requirements that exceed and take precedence over these minimum requirements. Parents are required to update the center with the child's immunization and physical records annually.

WITHDRAWAL PROCEDURES

If you are planning on leaving the center, you are responsible for giving a two week advanced notice. If a parent withdraws a child without two weeks advance notice, the family is responsible for paying for two full weeks. Two weeks un-notified absence is considered grounds for termination.

ENROLLMENT AGREEMENT

Each family must have on file a signed enrollment agreement. Upon signing this agreement, the parent is held responsible for all charges detailed in the agreement. Any changes in the enrollment agreement must be in writing with two (2) weeks' notice.

Registration Fee

A non-refundable registration fee is required per child. The registration fee is waived for YMCA members. YMCA school age programs require an annual registration fee for the summer program for participants who are not members of the Y.

Sibling Discount

A family may receive a discount of 10% for each additional child enrolled in the center. The discount will be applied to the lowest tuition rate.

Grievances

Just as a parent may be concerned about the care a child receives, the child care staff may have concerns about our ability to meet the needs of a particular child. If a child indicates through behavior that she/he has needs that are not being met, parents or staff may initiate a parent/teacher conference. A child who consistently acts out or for some reason needs one-to-one care and attention will necessitate a series of conferences or outside consultation.

Termination Clause

If for some reason the center and/or the parents feel that our center is not the right fit for the child, we will suggest an alternative option for your child. If you choose to leave the center, the withdrawal procedure will need to be followed.

HOURS OF OPERATION/HOLIDAYS

The YMCA child development centers will be open from Monday through Friday. Hours vary at each center. Please check with the director of your child's center.

The center will be closed on the following days:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

Tuition remains the same when the Center is closed for a holiday. The Center will make every attempt to remain open in spite of adverse weather conditions. In the event of severe weather, closings will be posted on local TV and radio stations as well as on grymca.org and woodtv8.com. Parents will still be charged their regular rate if the center does close due to severe weather, or any other unforeseen occurrence.

FEES/PAYMENTS

Parents will be aware of the amounts of their payments and payment due dates upon signing the enrollment agreement. Tuition changes will occur only after a minimum of two weeks notice to the parents. All child care tuition payments will be made via bank/credit card draft. Accounts will be processed as follows: check/savings - Friday prior to the week of care. credit card - Monday of week of care. There is a \$25 charge for all returns or declines.

Late Pickup Fees

We request that all children be picked up on time. A late fee of \$1.00 per child for every minute after the center closes will be charged to your account. We understand that an emergency can occur or some special problem may arise occasionally. If this should happen, late fees will still

be assessed, but a courtesy call is appreciated. After 15 minutes past closing, the emergency contact people on your card will be contacted. After one hour, Child Protective Services will be notified.

We do not deduct absences or holidays from your fee. Your fee pays for direct operational costs. When you enroll and sign up for specific days, you are reserving the time, space, staff, and provisions for your child whether she/he attends or not.

Part-time families may add additional days if space is available. Switching of days is not allowed.

VACATION TIME POLICY

As a full or part-time enrollee, your child is entitled to vacation time with the following stipulations:

- The family must be in good financial standing with the center.
- Children must be absent from the center.
- Days of vacation will equal one week of enrollment. Example: Your child attends 3 days a week; therefore you are entitled to 3 vacation days.
- There are no rollovers. Vacation time must be taken before Dec. 31.
- Vacation time will be distributed as follows for **full time** families based on when your child enrolled during the first year.

January-March	5 Days
April-June	4 Days
July-September	3 Days
October-December	2 Days
- Vacation time will be distributed as follows for **part-time** families, enrolled 2-3 days a week, the first year:

January-June	2-3 Days (depending on days enrolled)
July-December	1 Day
- School Age children will not receive a vacation week, due to the fact that they have the option of signing up their child during holiday breaks as well as the entire summer.

DROP OFF / PICK UP

Parents must always accompany their children into the center. There is an attendance sheet where parents will note the date and time of arrival, and initial this information. When the child is picked up, the same information will be noted. No child will be released to a parent unless they come in to the center. No child will be released to a person not noted on the child's information card. If someone other than a parent is to pick up, parents should notify the center of this change. Anyone picking up a child needs to be 16 or older.

Before a child can leave the area, the adult must sign the child out.

We will check identification on everyone until the faces become familiar.

NUTRITION / FOOD SERVICE

Meal times allow children the chance to make choices, develop relationships, practice self-help skills, and learn the fine art of conversation. Meals at the YMCA Child Development Center have a relaxed atmosphere, and attractive physical set-up. Children participate in helping with meal set-up, as well as serve their own food. Adults are facilitators helping children learn how to eat a variety of foods, pour, scoop, spread, and cut.

The daily meal program includes morning snack if the child arrives before 7:00 a.m., breakfast, lunch, and an afternoon snack for infants, toddlers, preschool and school age children attending the center for the full day. School age children attending before or/and after school will receive breakfast or/and afternoon snack or supper.

The menus will follow nutritional guidelines established by the U. S. Department of Agriculture. Under these guidelines, we offer children a variety of healthy foods. Food served in our program will be primarily low-sugar, low fat in nature. For children two years and older, low fat (1%) or non fat milk is served. Whole milk is served for children under 2 years of age. Meal requirements for the child care food program are available on request.

A current menu will be posted in the classroom. Children with special dietary needs, such as those with allergies or those from vegetarian families, will work with the Child Care Director to accommodate such needs.

All food allergies must have a written doctor's statement of the allergy.

Meals are primarily served family style with an adult sitting with and supervising children. Children clean up their own spills (with help from their friends) fostering independence.

In accordance with Federal law and U. S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D. C. 20250-9410 or call (800) 795-3272 or (202) 720-5964 (TDD). USDA is an equal opportunity provider and employer.

Additional Resources:

American Academy of Pediatrics - www.aap.org

National Association for the Education of Young Children - www.naeyc.org

American Red Cross - www.redcross.org

National Resource Center for Health and Safety in Child Care - <http://nrc.uchsc.edu>

Kent County Health Department - www.accesskent.com

HEALTH PLAN

Hand washing (both staff & children)

Hand washing is the mechanical removal of infectious agents. Hand washing should be done using warm water and liquid soap. Rub hands together for at least 15 seconds, making sure to scrub the backs of hands, wrists, between fingers, and under fingernails. Rinse well under warm water and use a paper towel to dry your hands. **Do not dry hands with a cloth towel as this may harbor bacteria.** Use hand lotion to prevent drying and cracking of skin, where germs can hide.

It is important to wash your hands at the following times:

Before...

- Starting work
- Preparing food
- Serving food
- Eating
- Dressing an injury
- Taking a medication

After...

- Eating or drinking
- Preparing food
- Visiting the restroom
- Assisting a child in restroom
- Dressing an injury
- Coughing or sneezing
- Wiping a child's nose
- Changing diapers

Diaper Changing

The diaper changing area is one of the places where disease-causing germs are most likely to live and spread. Therefore it is important to use good infection control measures when performing this task. Hygienic precautions, especially hand washing and surface cleansing, should be meticulous during the changing and disposing of diapers. Disposable diapers are recommended. If you prefer the use of cloth diapers, please notify the director to obtain a copy of the cloth diaper policy. Hand washing facilities including clean single use paper towels must be available near the diaper changing areas.

The diaper changing areas should never be located near a food preparation area and hand washing should never be done at the same sink used for food preparation.

Cleaning and Sanitizing

Cleaning is the removal of physical debris. Sanitizing is the killing of disease-causing organisms. Both are important in preventing illness. The YMCA will use an approved chemical sanitizer to kill bacteria.

Handling Body Fluids

Some germs are spread through body fluids. Intestinal tract infections are spread through the stool. Respiratory tract infections spread through coughs, sneeze, and runny noses. Therefore, it is important to handle body fluids in a way which prevents the spread of illness. Individuals with an illness do not always show signs of sickness. Therefore the Y will assume that all individuals are potential carriers of a communicable disease. Policies are established for staff to follow to ensure that body fluids are handled in the most safe and sanitary fashion. Steps are followed to prevent contact with an the spread of

disease-causing organisms when cleaning up blood, vomit, or other body fluids. These steps include wearing non porous (latex/vinyl) gloves, then disinfect the area with a sanitizing solution, then disinfecting any items used during the sanitizing process (brushes, mops, pails, etc.) and disposing of gloves and rags that were used, and washing hands. Staff are required to wear gloves whenever dealing with any bodily fluids. This includes, but is not limited to, blood, vomit, and fecal matter.

Environmental Cleaning

Individual bedding should be washed at least weekly. Other surfaces are cleaned between use or daily, depending on the item. Carpets that have been contaminated (eg with vomit or urine) are considered high risk for transmitting germs even if they have been cleaned thoroughly, until they are completely dry.

Toys and Equipment

Toys and equipment are shared by many children and the potential for transmitting infections is obvious. In general, soft, cuddly toys are avoided because washing is more difficult. Infants may play with washable toys that are disinfected before and after use by another infant.

Cleaning non-absorbent toys - non-absorbent toys such as blocks or plastic toys will be washed with soap and water, rinsed, and disinfected and left to air dry.

Cleaning absorbent toys - absorbent toys such as stuffed animals or play clothes will be washed in a washing machine.

All staff are trained with regard to the following components of the YMCA Health Plan:

- Disease transmission and prevent
- Principles and practice of hygiene
 - *Hand washing
 - *Diapering/changing
 - *Food handling preparation and feeding
 - *Cleaning and sanitizing

MEDICATION

All medication, including ointment, sunscreen, bug spray, aspirins, dietary supplements, or individual special medical procedures will be administered to the child only with prior written permission from the parent. All medication must be in the original container.

Prescription medication must have the pharmacy label indicating the physician's name, instructions, and name and strength of the medication. This medicine will be given in accordance with those instructions. Parents are responsible for providing liquid measuring syringes or measuring spoons for administering medication. If using a syringe, please mark the appropriate amount. The center will maintain a written record of the time and amount given, who administered the medication, and the child receiving it for all medications.

If your child has a medical condition that requires the use of injection medications (epi-pen, insulin shots, seizure medications), families will be required to submit an emergency action plan signed by your child's physician. Child care staff have annual training on how to administer medication, including injections.

SICK CHILDREN / COMMUNICABLE DISEASES

It is the policy of the center to temporarily exclude children from care who may be infectious or who demonstrate physical symptoms that require continual one-to-one care. The YMCA of Greater Grand Rapids follows the guidelines as stated by the Kent County Health Department.

WHEN TO KEEP YOUR CHILD AT HOME

1. Fever or oral temperature greater than 101 F or 38.3 C
2. Rash with fever
3. Diarrhea (loose stools that cannot be contained with a diaper)
4. Vomiting
5. Unusual tiredness
6. Poor feeding
7. Persistent crying or irritability
8. Breathing difficulties or persistent coughing
9. Yellow skin or eyes (jaundice)

WHEN A CHILD MAY RETURN TO THE CENTER

1. The child's temperature has been below 101 degrees for 24 hours without Tylenol or aspirin.
2. The child has been diagnosed as having a bacterial infection and has been on an antibiotic for 24 hours.
3. It has been 24 hours since the last episode of vomiting or diarrhea without medication.
4. The nasal discharge is not thick, yellow, or green.
5. Eyes are no longer discharging, or the condition has been treated with an antibiotic for 24 hours.
6. The rash has subsided or the physician has determined that the rash is not contagious.

Occasionally a written note from the child's physician will be required by the center for a child to be re-admitted. Please call the center and let us know if your child will not be in attendance on a scheduled day. If your child becomes ill while at the center, you will be called to take your child home. We would like you to pick your child up within one hour of the phone call. We strongly suggest that you have an alternate plan of action for child care to cover these situations.

Toileting

It is our policy to begin toileting independence when the child is ready, but not before 24 months. Research has shown that most children do not have the sufficient bowel or bladder control before this age. Boys tend to be ready after 30 months and girls slightly earlier. If you feel your child is ready before that age, please make an appointment with the director. The center staff will work with you when your child is ready.

Room Transition Policy

Teachers at the YMCA Child Development Centers get to know all the children in the center by stopping in all classrooms for visits. This makes room transitions smoother.

The lead teacher, the director, and the parents decide when the children will move up based on developmental issues and available space.

EMERGENCY/INCIDENT/ACCIDENT PROCEDURES

Fire Drills / Tornado Drills

Each room has emergency plans, routes, and procedures posted. The center practices these drills regularly.

First Aid Kits

First aid kits are located in each classroom. When leaving the center, even going out of the classroom, staff will take along the first aid kit. Our staff is required to wear gloves whenever they are dealing with any bodily fluids. This includes, but is not limited to, blood, vomit, and fecal matter.

Emergency Procedures

In the event a child is seriously injured (example: head injury, excessive bleeding, broken limb, seizure, etc.), the parent will be notified immediately; or at the end of the day for non-serious injuries/incidents (anything out of the ordinary or if the child is not acting like him/herself).

In all cases a written report will be shared with the parent and by the end of the day. Staff is not to make judgment that the child is okay. That call is for the parent/guardian to make. The director and/or assistant director/lead teacher will call the parent and document the call including date, time, what was said, the parent's decision, and staff signature. The parent will receive written information regarding the incident/accident. Parents must be fully aware of the child's incident with all the details. A parent should NEVER leave the center with doubt or unanswered questions. If a child needs to go to the hospital via ambulance and the parent is not at the center, a staff member must stay with the child until the parent arrives at the hospital.

DISCIPLINE

The approach to guidance at the center is a positive one which encourages self-control, self-esteem and cooperation. Smooth, healthy functioning of the group requires rules which are consistent, clearly defined, and developmentally appropriate.

We use preventive discipline techniques such as suitable program planning, positive verbal communications, and the setting of an appropriate emotional tone in the classroom. The best motivation for encouraging positive behavior is modeling appropriate conduct, stating expectations, and the child's own inner satisfaction.

Adults involve children in resolving conflicts. Adults treat conflict situations with children matter of factly.

Adults defuse the conflict situation before moving into problem solving: Approach children calmly and stop any hurtful actions, and acknowledge children's feelings.

Adults involve children in identifying the problem: gather information from the children and restate the problem.

Adults involve children in the process of finding and choosing a solution for a problem. Ask children for solutions and encourage them to choose one together and be prepared to give follow up support when children act on their decisions.

Staff will avoid the use of competitive situations, comparative remarks, threats, physical punishment, shaming, or labeling children. At no time will spanking, shaking, hitting, or slapping be allowed. Children will not be deprived of meals, snacks, rest, necessary toilet use, or outdoor play or activity time as a means of punishment, nor will any child be confined in an enclosed area. Each child will be cared for and disciplinary techniques will be used which are appropriate to the age level of the child and which foster positive self esteem and encourage the eventual internalization of self-control. When a child misbehaves he/she will be redirected to another activity. A discussion between child and staff will help the child to learn why his/her behavior was inappropriate. Occasionally a child may be removed from the immediate situation until he/she is able to gain control. Time out will not be used with children under the age of 3.

If a school-age child is suspended from their school, they will not be allowed to utilize the center for child care for that day/days.

VISION / HEARING

All preschool children enrolled in a YMCA program will be tested annually for vision and hearing concerns. Results of these tests, conducted by the local health department, will be shared with parents along with any appropriate recommendations.

PARENT PROGRAMS

The YMCA intends to maintain close, positive relationships with the parents of the children in our program. We offer a number of ways to involve parents at the center such as newsletters, family outings, volunteer opportunities and programs.

We also encourage parents to volunteer or visit at any time in the classroom. While we recognize that this may be impossible for some parents, we hope that many will be able to take part in classroom activities. Parents may join us at lunch time, or spend extra time in the morning or evening allowing their children to show what they have been busy doing.

All parents are welcome to become involved in the Parent Advisory Council. This group is formed at each center to evaluate programs, give advice on relevant issues to the director, assist in fundraising for the center, and reviewing proposed changes.

STAFF / VOLUNTEERS

Staff

In all staffing decisions every attempt will be made to hire the most competent and qualified people to work with children. Thorough screening and interviewing procedures will be consistently followed. All child care staff will be required to submit to a criminal background check prior to offer of employment being made, which includes in and out of state felony and misdemeanor checks, sex offender clearance, and reference checks. Staff will also be required to submit health physical, negative TB test and Child Protective Services Central Registry clearance. In addition, staff will have blood borne pathogen, diversity, and child abuse and neglect prevention training. At a minimum, all lead teachers will be certified in CPR and First Aid. Staff hiring and promotion decisions will be made on the basis of education and experience with children. Staff will be trained in early childhood development so that they are knowledgeable and able to intervene in situations involving safety using a developmental approach.

Volunteers

Volunteers, including parents, are welcome and very appreciated at the YMCA Child Development Center. They are required to attend training sessions, to show proof of a negative TB test, submit to a criminal background check, and have a Child Protective Services Central Registry clearance. They are supervised at all times by the classroom teacher and/or director. Volunteers are a vital part of the child care program and their help is greatly appreciated.

YMCA MEMBERSHIP / PROGRAM OPPORTUNITIES

Each YMCA offers a variety of programs for family members as well as memberships for individuals and families. We encourage child care families to take this opportunity to plan for healthy, fun activities together. Through fitness/wellness activities families can

become healthier and grow closer when the family comes to the Y together. Children enrolled full time will receive a Youth Program Membership to the YMCA for as long as they are enrolled full time.

STAFF RELATIONSHIPS WITH CHILDREN OUTSIDE OF THE YMCA PROGRAM

Staff may not be alone with children they meet in the YMCA programs outside the YMCA. This includes baby sitting, sleepovers, and inviting children to staff's home.

FIELD TRIPS

Field trips are an excellent opportunity to enhance the classroom learning and to introduce a new and different location or experience to the children. The school age and pre-school children will occasionally take advantage of these opportunities. The field trips may be walking trips or involve transportation which will be arranged by the YMCA. Parents will receive notice of field trips prior to the children going. Parents are welcomed to join us on any of the field trips.

PEST MANAGEMENT PLAN

Each center will have a pest management plan when pesticide applications should occur in the building. The plan will include the following:

- An annual notification will be provided to the parents informing them that they will receive advance notice of pesticide applications.
- The notifications shall specify two methods by which the advance notice of pesticide application will be given (e-mail, newsletter, sign, etc.)
- An advance notice shall contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture.
- Liquid spray or aerosol insecticide applications may not be performed in a room of a child care center unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions.

OUTDOOR TIME

Outdoor time is considered an integral part of our program. All children will be expected to go outside daily. Extreme temperature may determine limited play (Children 6 weeks-2¹/₂ years of age temperature above 15 degrees. Children 2¹/₂-12 years of age temperature above 10 degrees, including wind chill factor). If it is raining, or the temperature is 95 degrees or higher outdoor time will be limited. It is assumed that if the child is well enough to attend the center, he/she is well enough to go outside.

CHILD PROTECTION LAWS

The YMCA is mandated by the Child Protection Law of Michigan to report to the Department of Human Services any "suspected cases of abuse, neglect, child sexual abuse or sexual exploitation."

OTHER POLICIES AND PROCEDURES ON FILE

(Please see your child's Director.)

TV Viewing Policy

Biting Policy

Child to Child Touching

Child Care Release Policies