



PARENT HANDBOOK

YMCA OF GREATER GRAND RAPIDS CHILD DEVELOPMENT CENTERS

2014 - 2015



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

Welcome to the YMCA Child Development Center 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 handbook 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 Michigan Department of Education, 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.

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

PARENT INVOLVEMENT

The YMCA intends to maintain close, positive relationships with the parents of the children in our program. We will strive to include family culture, language, and experiences as part of our curriculum and daily routines. Communication is a vital and important part of our program. It is essential for families and staff to provide two way communication and is necessary for child success. Resources will be provided to families that meet their needs and are understandable upon request. We offer a number of ways to involve parents at the center such as, family events, volunteer opportunities and programs.

We encourage parents to volunteer or visit at any time in the classroom. While we recognize that this may not be an option for some parents, we hope that many will be able to take part in classroom activities and/or center events. 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 is open to every family and is formed at each center to evaluate programs, give advice on relevant issues to the director, assist in identifying events for the center, and reviewing proposed changes.

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.

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

- enrollment packet
- bank draft form
- child information form
- health appraisal form along with immunizations
- food program enrollment form and income eligibility statement(if applicable)
- ages and stages questionnaire (within 2 weeks of enrollment)

HOURS OF OPERATION/HOLIDAYS

The YMCA child development centers will be open 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	Professional Development Day

Professional Development Day (up to 2 days per calendar year with minimum 30 day advance notice).

Tuition remains the same when the Center is closed for a holiday, professional development day or any other unforeseen circumstances (severe weather, power outage, as examples). The Center will make every attempt to remain open however, reserves the right to close based on licensing recommendations and the safety of the children in our program. In the event of severe weather, closings will be posted via TV broadcastings, media websites and the YMCA website (www.grymca.org).

FEES/PAYMENTS

Parents will be aware of their tuition 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 each Monday for the current week of care. There is a \$25 charge for all returns or declines. Failure to keep your account current is grounds for disenrollment of your child. We do not deduct absences or holidays from your fee. When you enroll and sign up for specific days, you are reserving the time, space, staff, and provisions for your child whether he/she attends or not. Part time families may add additional days if space is available. Switching of days is only allowed with director approval.

Registration Fee

A non-refundable registration fee is required per child. The registration fee is waived for YMCA members.

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.

Financial Assistance

We know that providing the best quality care for your child represents a financial commitment. Just as our community is full of diversity, this program has a rich diversity of families including economic diversity. The Y has scholarships available through its annual campaign to help reduce tuition. If interested in applying for assistance, please see your child care director for the application. In addition, the Y also accepts child care subsidy payments through the Department of Human Services, however, most subsidies do not cover all of our tuition costs. Parents are responsible for all co-pays that they will incur for their child's tuition. Parents are also responsible for filling out all necessary paperwork to keep their subsidy current. If for some reason the parent loses their subsidy, the parent is responsible for the full payment of tuition.

Late Pickup Fees

Please call the center if an unexpected emergency will cause you to be late picking up your child. There is a \$1.00 per minute per child fee for children not picked up by the center's closing time. In the event that a child has not been picked up within 1 hour of the stated closing time, Y staff members will call Children's Protective Services. In the event that a child is repeatedly left past the closing hour, the Y reserves the right to terminate the child's enrollment from the program.

VACATION TIME

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 is 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

DROP OFF/PICK UP

Parents must always accompany their children to the classroom. 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 unless verbal/written

communication has occurred between parent and staff. If someone other than a parent is to pick up, parents should notify the center of this change. Before a child can leave the area, they must be signed out. We will check identification on everyone until the faces become familiar. Anyone picking up a child needs to be 16 or older.

The Y will give either parents or legal guardians' equal access to the child. We cannot withhold or limit access to a child per parent request, regardless of the reason. Current court documentation must be on file with the center to deny release to either of the legal parents or guardians of the child.

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. Families are responsible for acquiring paperwork through the child care director or YMCA membership department.

GRIEVANCES

We believe that communication is key for a strong teacher/family relationship. If a concern arises while your child is enrolled, we recommend the following suggestions:

Talk with the child's teacher or the center director. Try to not "drop in" to talk. Schedule a time that is convenient for both of you so you can give your undivided attention. Be clear on what your question is about. State the nature of the concern and what you would like to see happen. Be sure that when you are finished, you both are clear about what you have discussed and the desired outcomes including time frames.

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.

SUPERVISION

The Center shall provide appropriate care and supervision by sight and sound 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

OLDER TODDLERS, 30-36 months, there shall be one teacher for 8 children

CHILDREN 3 YEARS OF AGE, there shall be one teacher for 10 children

CHILDREN 4 YEARS OF AGE, there shall be one teacher for 12 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.

CURRICULUM

The YMCA 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 has embraced Teaching Strategies Creative Curriculum as its curriculum of choice.

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

DAILY SCHEDULE

(Toddler and Preschool, schedules may vary among sites)

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 and toddler are met, the program will permit children (0-2 1/2 years) to eat on demand and children (0-18 months) to sleep on demand and will not be required to function as a whole group. Teachers will plan developmentally appropriate activities based on the age and individual needs of each child.

Based on developmental readiness and availability, the director, teaching staff and parent will work together to ensure a smooth transition process for each child into the next classroom.

OUTDOOR TIME

Outdoor time is considered an integral part of our program and all children are required to go outdoor daily. Children will be required dress appropriately for the weather. Extreme temperature may determine limited play (Children 6 weeks-2 1/2 years of age temperature above 15 degrees. Children 2 1/2-12 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 and additional factors will be considered (hydration, shade, limited active play, etc...). It is assumed that if the child is well enough to attend the center, he/she is well enough to go outside.

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. Preschool 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.

SCREENING AND ASSESSMENT

Our program uses a variety of screening and assessment tools and are inclusive of family culture, experiences and children's abilities. Teacher and family communication is critical to the child's developmental success. Upon enrollment, parents will be given the Ages and Stages Questionnaire screening tool to complete on their child. This tool allows the teaching staff to have background knowledge on the development of each child in order to set curriculum and educational goals for a successful transition into the YMCA program. This screening tool is also utilized by YMCA teaching staff as needed throughout the year and will be conducted in the child's familiar environment.

The YMCA conducts assessments on all children at least twice annually (generally fall and spring). The teaching staff assess each child in their environment by documenting observations, collecting samples of work, and creating portfolios. The YMCA uses the Teaching Strategies Gold as the tool for these assessments. Through these intentional observations, 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 individual, 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 needs and developmental goals.

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 screening/assessment are kept confidential.

INCLUSION

The YMCA is inclusive and makes every attempt to reasonably accommodate any child based on whatever their needs may be. Whenever possible YMCA child care centers will help create and implement an individual education plan for any child who needs extra support and attention for developmental and/or physical growth. Teachers will work closely with parents, and, at the parent's request, with any other professionals who may be involved with the child to recognize and address any needs that exist or may become evident. Our goal is to work together to create thoughtful approaches that are in the best interest of the child.

Therapy

At times students may be scheduled behavioral, physical, occupational or speech therapy. YMCA child care centers will make every effort to accommodate therapists and to make time and space available for treatments. If your child receives therapy, please have the therapist contact the center prior to treatment so that we can schedule treatment times that are most appropriate for the student as well as their classmates. Please be aware that the YMCA is not responsible for incidents, accidents, injuries or other problems that may occur during or as a result of therapy treatment.

Multicultural and Gender Free Environment

The YMCA encourages diversity within our program. We offer an anti-bias, gender-free curriculum and encourage families to share their cultures with the children. Books, dolls, posters and foods provide the children with a chance to experience different cultures. The teachers include multicultural materials and activities naturally within the curriculum so it does not appear to be "different."

DISCIPLINE AND GUIDANCE

Self-management skills and positive social interactions among children and adults are encouraged and maximize everyone's enjoyment of the program. The Y programs use positive guidance methods including reminders, distraction, logical consequences and redirection.

Self-management skills are taught according to the following guidelines:

- Consistent rules are clearly stated. Children are expected to work and play within known limits.
- Behavior expected of children is age appropriate and according to development level.
- An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt others. Staff members strive to help children become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibly.

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.

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 or needs one-to-one care and attention will necessitate a series of family conferences or outside consultation. Repeatedly disruptive or dangerous behavior may result in loss of privileges or activities, suspension or termination from the program.

HEALTH

The YMCA is committed to the health of every child in our program. All staff will be required to meet center policies, and attend training in health and safety practices. We will also provide additional family resources throughout the year.

Physicals/Immunizations

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.

NUTRITION

Meal times allow children the chance to make healthy choices, develop relationships, and practice self-help skills. They are also a time for socializing, using table etiquette and learning about nutrition and new foods. Children participate in helping with meal set-up, as well as serve their own food. Meals are served family style with adults helping children learn how to eat a variety of foods, pour, scoop, spread, and cut.

The daily meal program includes two snacks and two meals for infants, toddlers and preschool children attending the center for the full day. 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. A current

menu will be posted. Children with special dietary needs, such as those with allergies or diet restrictions, will work with the child care director to accommodate the needs. All food allergies or restrictions must have a written doctor or family statement of the allergy/restriction on file.

Food served in our program will be primarily low-sugar, low fat in nature. For children two years and older, low fat (1%) or nonfat 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.

Parents are responsible for bringing in premade bottles labeled with the child's name and date. Bottles will be kept refrigerated until use and then warmed with hot water to a proper temperature. Children will be fed by staff and at no point a bottle will be propped. After one hour, any unused food (bottle or table food) will be discarded. Bottles will be rinsed after use and sent home with the family each night.

The YMCA enthusiastically supports parents' plans to breastfeed their baby. We believe that breastfeeding ensures the best possible health, development and psychosocial outcomes for your baby. In support of this commitment, we will train staff in skills necessary to inform women and families about the benefits and management of breastfeeding and provide additional resources and tools.

The Child Nutrition Programs are open to all eligible children and adults regardless of race, color, national origin, sex, age or handicap. Any person who believes she has been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington DC 20250.

MEDICATION

All medication will be administered to the child only after the medication permission form is completed by the parent. All medication:

- will be in the original container labeled with the child's name, locked, and stored according to instructions and out of the reach of children
- must have the pharmacy label (for prescription) indicating the child's name, physician's name, instructions, and name and strength of the medication and be given in accordance with those instructions
- must have proper dispenser provided by parent (ex: measuring spoon, syringe, etc...)
- will not be added to a bottle, beverage or food by a staff unless indicated on the prescription label
- for over the counter, a physician's prescription is required if the child is under the age of two or the instructions on the medication label do not list age and dosage for the child or parents dosage amount differs from recommended dosage on container

Only staff who have been trained may administer medication. All medications will be checked for expiration upon administration. Expired medications will be returned to the parent for disposal. Any left medications will be destroyed or disposed of. 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, and seizure medications), families will be required to submit an emergency action plan signed by your child's physician.

SLEEPING

All children enrolled in the program will have an opportunity to rest/sleep. Infants and toddlers are required to sleep on demand. As recommended by the American Academy of Pediatrics and regulated by the Department of Human Services, infants will only sleep in an approved crib. They will be placed on their backs (until they can turn themselves over), with their heads remaining uncovered and cribs will be free from soft objects (pillows, blankets, stuffed animals, etc...). While sleeping, they will be supervised by sight and sound and checked on a regular basis throughout the sleeping period. Children with medical conditions that require alternative sleeping method, must have a signed physician's statement on file.

DIAPERING/TOILETING

In our programs, diapering and bathroom use are part of the daily schedule. Staff check diapers minimally every two hours or as needed. Diapers, wipes, creams, powders and any other necessary diapering/bathroom items are provided by the parents. All items are to be labeled and are child specific (not to be used among multiple children). If a family chooses to use cloth diapers, each diaper must be covered with an outer water proof covering which is not re-used until washed and sanitized by the family. Soiled diapers shall be placed in a plastic lined covered container which will be taken home by the family daily. Staff are not allowed to rinse diapers prior to placing in the container.

When the family feels their child is ready to start toilet learning, they will work with the child's classroom staff to ensure consistency is happening between the home and the center. During this time, parents will be asked to bring in multiple changes of clothing, including socks and shoes.

TOOTHBRUSHING

At least once daily in our programs, children will have the opportunity to brush their teeth. Staff working with infants, will wipe the infants gums after bottle or feeding.

VISION/HEARING

All preschool children enrolled in a YMCA program will be tested by the Kent County Health Department 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.

SICK CHILDREN/STAFF/VOLUNTEER

Communicable Diseases

It is the policy of the center to temporarily exclude children, staff and volunteers from care who may be infectious or who demonstrate physical symptoms that require continual one-to-one care. The YMCA follows the guidelines as stated by the Kent County Health Department. If the center becomes aware that a staff member, volunteer or child in care has contracted a communicable disease, the center shall notify the parents of the name of the communicable disease and the symptoms of the disease with a posting on the parent board or in a public area visible to all parents.

When to Keep Your Child at Home

1. Fever or oral temperature greater than 101 F
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/ Staff/ Volunteer May Return to the Center

1. Temperature has been below 101 degrees for 24 hours without Tylenol or aspirin.
2. Take an antibiotics for 24 hours if prescribed.
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.

Staff will monitor and document symptoms if they arise at the center and will notify parents if children need to be picked up. Children will be placed in a separate area and cared for and supervised until the parent arrives. We would like you to pick your child up within one hour of the phone call. Occasionally a written note from the physician will be required by the center for a child/staff/volunteer to return. Please call the center and let us know if your child will not be in attendance on a scheduled day.

PEST MANAGEMENT

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.

EMERGENCY AND PREPAREDNESS

Staff members are trained in basic emergency procedures. This includes, fire evacuation, tornado, lock down, serious accident or injury, intruders, bomb threats and other natural or man-made disasters (inclement weather, gas leaks, chemical spill, electrical, heat, water, structural failure, etc...). We will adhere to guidelines and recommendations from emergency personnel with regards to other emergencies and proper evacuation and protocols.

Fire Drills / Tornado Drills

Each room has emergency plans, routes, and procedures posted. The center practices fire drills and tornado drills on a regular basis.

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.

Accident/ Injury

For minor accidents (bump, scrape, etc...), parents will be notified no later than the end of the day. In the event a child is seriously injured (head injury, excessive bleeding, broken limb, seizure, etc.), the parent will be notified immediately. If a child needs to go to the hospital via ambulance before the parent arrives, a staff member will accompany the child to the hospital until the parent arrives.

Evacuation and Relocation

The center will have a shelter-in-place/lock down plan (example: tornado, intruder) to keep children and staff in place inside the building, an on-site evacuation plan (example: fire, facility issue) and an off-site evacuation that will be directed by a government agency in the event of a threat (natural or man-made). Families will be notified of the relocation and reunification process by their child care director. Children that require individual care will be assigned to a caregiver.

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 proof of 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 one person in the center at all times and 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 much appreciated at the YMCA Child Development Center. All volunteers are required to submit a criminal background check, and have a Child Protective Services Central Registry clearance. Volunteers that give 4 hours or more of their time per week are also required to attend training sessions and show proof of a negative TB test. Volunteers 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.

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 babysitting, sleepovers, and inviting children to staff's home.

CONFIDENTIALITY STATEMENT

The YMCA 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).

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."

YMCA OF GREATER GRAND RAPIDS

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