

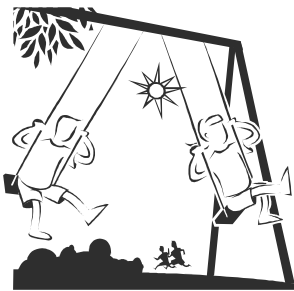


# Waldo County YMCA

★ We build strong kids, strong families, strong communities. ★

## CHILD CARE

### *Before & After School Parent Handbook*



We build strong kids,  
strong families, strong communities.

*It's a great place to belong!*

Waldo County YMCA • 157 Lincolnville Avenue • Belfast, Maine 04915  
207-338-4598 • Fax: 207-338-2505

email: [childcare@waldocountymca.org](mailto:childcare@waldocountymca.org) • [www.waldocountymca.org](http://www.waldocountymca.org)

## **THE WALDO COUNTY YMCA**

### **CHILDCARE PROGRAM**

Thank you for showing interest in our childcare program. Please be sure to read all information very carefully. The policies and procedures in the parent handbook are strictly adhered to. The handbook is yours to keep. The enrollment papers must be returned and filled out entirely. You may contact the Childcare Director, Beth Corey if you have any questions at 338-4598 ext.315.

Thank you.

## **BEFORE SCHOOL CARE FOR GRADES K – 5<sup>th</sup>**

This program is offered though the school year. We will provide a fun morning for your children before sending them off to school. Crafts, games and gym activities are some of the things offered throughout the week. Our staff will make sure that your child gets safely off to school via the school bus.

**Dates:** September - Last day of school in June

**Time:** 7:00 a.m. - 8:30 a.m.

**Cost (5 day slot only):**

\$30.00 Annual Member

\$45.00 Non-Member

## **AFTER SCHOOL CARE FOR GRADES K – 5<sup>th</sup>**

This program gives children the opportunity to get their energy out after a long day at school and socialize with some friends as they choose from a variety of activities. Activities include gym, playground, crafts, board games, blocks, legos etc. We also provide a space where quiet activities such as homework or reading may be done.

**Dates:** September - Last day of school in June

**Time:** 3:30 p.m. - 6:00 p.m.

**Cost (5 day slot only):**

\$50.00 Annual Member

\$65.00 Non-Member

## **VACATION WEEKS**

We do offer care on school vacation weeks. Many fun activities are planned throughout the week. Your child should bring a cold lunch, snacks, drinks and appropriate footwear for the gym and outside. A schedule of events will be available prior to the vacation weeks and any extra fees for activities will be added as well.

**Dates:** September - Last day of school in June

**Time:** 7:00 a.m. - 6:00 p.m.

**Cost (multi-day slots):**

1 day	\$25.00 Annual Member	\$30.00 Non-Member
2 days	\$45.00 Annual Member	\$50.00 Non-Member
3 days	\$65.00 Annual Member	\$70.00 Non-Member
4 days	\$85.00 Annual Member	\$90.00 Non-Member
5 days	\$100.00 Annual Member	\$115.00 Non-Member

## SNOW DAYS

Snow day childcare is available when school is called off due to inclement weather. Full payment is due upon dropping your child off for care in the morning. If the weather is very severe, this program may not be available that day or may close earlier than usual.

**Dates:** September - Last day of school in June  
**Time:** 7:30 a.m. - 6:00 p.m.  
**Cost:** \$15.00 Annual Member  
\$30.00 Non-Member

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Variations to the regular weekly payment occur only under the following circumstances: school vacation weeks. **ONLY** December, February and April vacation weeks will be prorated. If your child does not attend, you will not be required to pay for those days. On all other weeks, parents will pay their usual weekly flat rate fee. There will be additional charge for Holidays, snow days (see fees above) and in-service days. There will be no additional charge for early release days. There will be no credits issued for snow days, early release days or in-service days if they are not used.

**A \$35.00 non-refundable registration fee is due at the time of childcare registration.**

Our childcare program is very popular and well attended. Many times we have prolonged waiting lists. To ensure you child's place and continue providing programs in the most effective manner, we will require pre-payment for the upcoming week. Payment will be due **BEFORE** the week begins. An EFT will be available as an option for payment.

Thank you for making the YMCA a positive experience for your child.

## **WALDO COUNTY YMCA SICKNESS POLICY**

In order to protect the health of your child and other children, this childcare program adheres to the listed guidelines. When a child is too sick or contagious, he/she **SHOULD NOT** be brought to the Y Childcare program. If at any time the Childcare Director or another staff member feels that a child is too sick or contagious, he/she will not be allowed into the Y Childcare program. If the child becomes ill during the day, it will be the responsibility of the parent(s) to remove the child within **ONE HOUR** of notification.

### **GUIDELINES**

*These are reasons why we would send your child home and/or why you should keep your child home:*

- ❑ An oral temperature of 101 degrees or higher. The temperature needs to be gone for 24 hours before the child can return to Y Childcare.
- ❑ Conjunctivitis, which is an eye infection commonly referred to as pinkeye. The eye is generally red with burning and thick yellow drainage. The child needs to be on antibiotics for 24 hours before he/she can return to Y Childcare.
- ❑ Coughs producing phlegm and mucus with a slight temperature elevation.
- ❑ Any rashes that cannot be identified or that have not been seen by a physician.
- ❑ Frequent diarrhea, watery and explosive bowel movements and vomiting, other than common spitting up, needs to be gone for least 24 hours before the child can return to Y Childcare.
- ❑ If the child has a contagious disease (measles, mumps, roseola, strep throat, scarlet fever, chicken pox etc.) The child **MUST** be kept home and may return only with written verification from the doctor that the child is no longer contagious.
- ❑ If the doctor places your child on an antibiotic, the child must not be brought to Y Childcare until he/she has been on the medication for at least 24 hours by mouth.
- ❑ If children are found to have lice or nits, the child will be excluded from Y Childcare until they are found to be lice/nit free. They will be checked for the following 30-days after the lice have been discovered for precautionary reasons.

We have a 24-hour policy regarding antibiotics, vomiting, diarrhea, and lice treatment etc. this time span helps to ensure that the child is well enough to return to Y Childcare and will not have a relapse of the illness.

***ALL MEDICATIONS MUST BE IN THEIR ORIGINAL CONTAINERS.  
NO EXCEPTIONS WILL BE MADE.***

In addition, a child who is not well enough to participate in ALL of our daily activities should not attend Y Childcare. Our staffing is limited and not able to isolate themselves with just one child for an extended period of time due to sickness, not to mention that a child who isn't feeling well, really would rather be at home than at Y Childcare. Should your child be dropped off under these circumstances, the Director WILL call and ask you to remove the child within one hour of notification.

**WALDO COUNTY YMCA  
BEHAVIOR POLICY  
RULES AND GUIDELINES FOR ALL PARTICIPANTS**

The summer program depends on the cooperation of many parties including the child(ren), parent(s) and staff. When a child is enrolled in Y Childcare, the communication and the cooperation of all parties is vital to the success of the program and the child's experience there. We want your child to have a safe, secure and enjoyable time when attending Y Childcare. In order for this to be accomplished, some basic rules with your child must be followed. To facilitate this request, we ask that you go over these ground rules with your child before she/he attends the program. We will also go over them with your child again during the first week of Y Childcare.

1. We ask that all children show respect for all others in Y Childcare. There will be no fighting teasing, name calling or swearing.
2. Respect the equipment and materials that belong to Y Childcare.
3. All children **MUST** be in view of the staff at all times. Children must obtain a pass from a staff member before leaving the room for any reason!
4. Respect the things that belong to other children. Items left out on the table, for example, may belong to someone else who has only left them temporarily. Therefore, children are expected to ask before touching any item that does not belong to them. This rule applies to board games, backpacks, school bags, art materials and personal belongings that have come from home.
5. Trading of personal items is not allowed. We ask that toys from home remain at home. It is hard to keep track personal items and to explain to other children why they cannot play with that item since we do not encourage sharing of this nature.
6. Each child will follow the daily schedule respectfully and without argument.
7. All children will clean up their area at the end of the day.
8. All children will walk indoors and speak with an indoor voice. "Outdoor" voices and running feet will be saved for outdoors.

There are other rules that pertain to each of the different areas we may be using on any given day. These rules will be covered with your child during the first week of Y Childcare.

## **WALDO COUNTY YMCA DISCIPLINARY POLICY**

1. VERBAL WARNING.
2. TIME OUT FROM CURRENT ACTIVITY.
3. BEHAVIOR CONTRACT. A behavior contract may be drawn up between a staff member and the child. This contract allows the staff member and the child to discuss the behavior and put into writing what the child will do to improve the behavior.) The parent will be given a copy of this contract and will be asked to sign and return it to the Childcare Director the next time the child comes to the YMCA.
4. SUSPENSION. If the behavior continues, we will ask that the child take some time off from the YMCA childcare program. This will be discussed with the parents and if upon returning, the behavior is not improved the child will be dismissed from the YMCA program, effective immediately.



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## PARTICIPATION AGREEMENT

In signing this agreement, I specifically assume all risks of injury arising out of my (my child's) presence on the premises of the Waldo County YMCA, the use of its equipment or facilities, and my (my child's) participation in its activities, whether on its premises or at another location, and for myself and my heirs and assigns to hereby waive, release and agree to hold free from all claims for damages the YMCA and its officers, directors, members, volunteers, employees or agents.

I understand the risks and dangers involved in participating in the programs and activities of the YMCA. I certify that I/my child is physically capable of any activity that may injure myself/my child or others.

I hereby authorize the employees of the Waldo County YMCA to call emergency medical assistance and/or perform basic first-aid procedures that are necessary in the judgment of the YMCA. I hereby authorize qualified medical personnel to administer necessary anesthesia and medical treatment to myself/my child in the event of an accident.

Because of the nature of our programs, the Waldo County YMCA staff may be transporting your child throughout the State of Maine by bus, van, or personal vehicle. All staff members transporting children are over the age of 21 and have a valid driver's license. I give the Waldo County YMCA personnel permission to transport my child by bus, van, or personal vehicle. I hereby authorize the YMCA to use photos and/or videos of me/my child/my family in promotional activities. I give permission for my child to swim at the YMCA and with the YMCA at locations outside of the YMCA. I give permission for any staff member to assist in the application of Sun Block on my child.

*I have read this agreement and I fully understand its term, understand that I have given up substantial rights by signing it, and have signed it freely and voluntarily without inducement, assurance or guarantee being made to me and intend my signature to be a complete and conditional release of all liability to the greatest extent allowed by law.*

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director



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## INFORMATION FOR PARENTS

1. The Waldo County YMCA has a philosophy of zero tolerance for abuse.
2. We welcome parents to observe the programs at any time without prior notice.
3. There are at least two staff with kids at all times. The Waldo County YMCA follows state guidelines for child to staff ratio.
4. Open communication is encouraged between parents, staff and volunteers.
5. Redirection is used with children who are struggling with conflicts with peers.
6. Appropriate language is expected at all times from children and staff. All comments made by the staff will be acceptable and appropriate.
7. The YMCA has a policy, which states staff will not provide childcare services outside of the YMCA if it is not directly related to a YMCA event.
8. The name and phone number of the Executive Director and Childcare Director will be provided for parents who have concerns, complaints or positive feedback. Prompt feedback and action will be taken to resolve issues.
9. All staff is provided with information regarding child abuse prevention and detection. All staff are considered mandated reporters.
10. Procedures for handling emergencies are reviewed and available to all staff in an Emergency Procedure Manual.

### Waldo County YMCA

The YMCA wants all children to be safe. As a parent, you can help to insure the safety of your child by taking a few minutes every so often to ask your child some simple questions.

- Is anyone touching you in a way that you don't like?
- Has anyone said anything to you that made you feel bad?
- Is anyone asking you to keep secrets?
- Is anyone scaring or threatening you?

### Waldo County YMCA

If you have any concern about how your child is being treated in any YMCA sponsored program, please call the number below and ask to speak to:

Dale Cross, Executive Director  
or  
Beth Corey, Childcare Director

338-4598