

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 Program 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 are 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 badly?
- 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
Karen Varney, Program Director

338-4598



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CHILD CARE *Before & After School Parent Handbook*

A VALUES
BASED ANSWER
FOR AFTERSCHOOL



It's a great place to belong!

Waldo County YMCA

157 Lincolnville Avenue • Belfast, Maine 04915 • 207-338-4598

www.waldocountyyymca.org

WALDO COUNTY YMCA
157 LINCOLNVILLE AVENUE
BELFAST, MAINE 04915
207-338-4598
WWW.WALDOCOUNTYYMCA.ORG

QUESTIONS:
CHILDCARE@WALDOCOUNTYYMCA.ORG



Mission Statement

It is the mission of the Waldo County YMCA to promote the physical, mental, social, and spiritual development of Waldo County children and families.

Dear Families,

Child Care at the YMCA builds self-esteem, values and leadership skills. You'll know your children are growing and exploring their potential; they'll think they're just having fun. We offer developmentally-appropriate activities that will enhance your child's confidence, enrich his or her social and physical development and encourage self-expression. Your child will be provided with an after school healthy snack.

Please be sure to read all program information very carefully. The policies and procedures in the parent handbook are strictly adhered to. Enrollment papers must be filled out entirely and returned. Our childcare program is very popular and well attended. To ensure your child's place and to continue providing programs in the most effective manner, we require pre-payment for the upcoming week. An Electronic Fund Transfer (EFT) will be available as an option for payment.

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 an additional charge for Holidays. There will be no additional charge for in-service or early release days. There will be no credits issued for Holidays or vacation days you have registered for in advance.

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We have some great after-school clubs for the kids, including:

Y SWIMMING Open swim will be offered to our afterschool kids on the first and third Thursday of each month, from 4:00 - 4:45 pm. Please check the calendar so your child has his/her bathing suit with them on swim days.

Y 5210 Let's Go! A nationally recognized childhood obesity prevention program designed to increase healthy eating and active living in children from birth to age 18. It is centered on the common message of 5 or more fruits and vegetables, 2 hours or less of recreational screen time, 1 hour or more of physical activity, and 0 sugary drinks.

Y GAME OF THE WEEK Children have the opportunity to vote on a game to play. The most popular game is the game of the day but it cannot be the same game as last week. This helps us offer a variety of games for all personalities. The object is to keep everyone moving.

Y DANCE This is a great way to get up and get moving without thinking it is exercise. Most parents can't resist the urge to join in!

Y COOKING The kids love experimenting in the kitchen and helping to prepare healthy snacks for after school.

Y ART Includes everything from drawing with pencils, coloring with crayons and markers, using pastels, painting, crafts and more!

**LEARN
GROW
THRIVE**



CARE FOR K – GRADE 5

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.

CHILD PROTECTION PROCEDURES:

Our staff goes through child protective training provided to us by our insurance company. Our goal is to promote a child safe environment.

All staff members are mandated to report any suspected child abuse.

Our Policies include:

- Staff is prohibited from working one on one with your child outside of the YMCA (i.e. babysitting).
- Policies exist to ensure staff and volunteers are not alone with a child
- A buddy system is in place to ensure children safety (2 or more children with a child care staffer).
- The YMCA Before & After School Program has an open door policy.

SIGN IN/SIGN OUT PROCEDURES

- An authorized parent or guardian must sign the child in/out at drop off and pick up.
- Any authorized person may be required to show a picture ID.
- We will not allow a child to leave with someone who is not on the authorized pick-up list and who doesn't have a photo ID.

Transition Times: We have established a system for sign in/out that will be adhered to. We know that sometimes your hectic schedule presses you for time and every second is valuable, the safety of your child comes first. Please be patient and allow yourself a few extra minutes for sign in and sign out.

REMINDER: LATE FEES & NOTICE

A \$1.00 per minute late fee will be charged for every minute late. A two week notice is required before terminating your childcare.

If your child will not be attending childcare on any day during the week, please notify us so that we can note not to expect them off the bus.

THIS PROGRAM RUNS FROM

SEPTEMBER – LAST DAY OF SCHOOL IN JUNE.

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

BEFORE SCHOOL CARE: Time: 7:00 a.m. – 8:30 a.m.

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.

AFTER SCHOOL CARE: Time: 3:30 p.m. – 5:30 p.m.

The children will have the opportunity to get their energy out after a long day at school and socialize with friends as they choose from a variety of activities. We also provide a space for quiet activities such as homework or reading.

| | ANNUAL MEMBER | | | 3-MONTH & NON-MEMBER | | |
|---------------|---------------|-------|----------|----------------------|-------|----------|
| | WEEKLY FEE | | | WEEKLY FEE | | |
| | Before | After | B&A Care | Before | After | B&A Care |
| 5 Days | \$32 | \$53 | \$80 | \$38 | \$63 | \$100 |
| 3 Days | \$20 | \$34 | \$51 | \$24 | \$40 | \$ 63 |

4-Day care is available at a 5-Day rate; 1-Day or 2-Day care is available at a 3-Day rate.

*** We offer a 10% discount for multiple children enrolled in this program.*

The discount will be deducted from the second, third etc.... child's fee.

Holiday / VACATION CARE: Time: 7:00 a.m. – 5:30 p.m.

We offer care during school vacation weeks. Children should bring a cold lunch, snacks, drinks and appropriate footwear for the gym and outside. A schedule of events will be available prior to vacation weeks and any extra fees for special trips or activities will be added.

Cost: *Openings are for multi-day options.*

| | Annual Member | 3-Month & Non-Member |
|---------------|---------------|----------------------|
| 1 day | \$ 25.00 | \$ 35.00 |
| 2 days | \$ 45.00 | \$ 56.00 |
| 3 days | \$ 65.00 | \$ 75.00 |
| 4 days | \$ 85.00 | \$ 95.00 |
| 5 days | \$100.00 | \$120.00 |

MUST register for Vacation Care separately prior to vacation week.

SNOW DAYS: Time: 7:30 a.m. – 5:30 p.m.

We offer care when school is called off due to inclement weather. If the weather is very severe, this program may not be available that day or may close earlier than usual. **Cost: Included at no extra charge!!!**

SICKNESS: In order to protect the health of your child and other children, the 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:*

1. An oral temperature of 101 degrees or higher. The temperature needs to be gone for 24 hours before the child can return.
2. Conjunctivitis. 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.
3. Coughs producing phlegm and mucus with a slight temperature elevation.
4. Any rashes that cannot be identified or that have not been seen by a physician.
5. 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.
6. Contagious disease (measles, mumps, roseola, strep throat, scarlet fever, chicken pox etc.). The child MUST be kept home, returning only with written verification from the doctor that the child is no longer contagious.
7. 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.
8. 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.

***ALL MEDICATIONS MUST BE IN THEIR ORIGINAL CONTAINER.
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 we are not able to isolate themselves with just one child for an extended period of time due to sickness.

BEHAVIOR POLICY: The 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.

We ask that all children:

1. 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. Remain 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.
5. Refrain from trading of personal items. We ask that toys from home remain at home. It is hard to keep track of 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. Follow the daily schedule respectfully and without argument.
7. Clean up their area at the end of the day.
8. 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.