



# BUILDING FUTURE LEADERS

**Bus Stop Before and After School Care  
WALDO COUNTY YMCA**

157 Lincolville Avenue, Belfast, Maine 04915 · 207.338.4598 [www.waldocountnymca.org](http://www.waldocountnymca.org)  
A 501(c)(3) Charitable Organization.



Dear Families,

Welcome to Bus Stop Care! Our before & after school program is for all students grades K-5! We are very excited to have the opportunity to serve you and your children. You may use our program on a consistent basis or simply as a drop-in option when available. Your child can participate in a number of activities, enjoy a snack, and receive homework help.

One of the most exciting things about the program are the clubs we offer. We will provide your child with the opportunity to learn skills in a variety of ways through music, sports, STEM and many more! The different clubs will be posted throughout the school year. Please see our Parent Zone in the community room for upcoming clubs and more information!

- Faith Boynton, Youth Development Director

### Open to students K - 5

We follow the RSU 71 School Calendar from September till last day of school in June (pending snow days) including early release Fridays for the entire school year.

School Day options include mornings, afternoons or both. Hours are:

Mornings (M - F): 7:00 - 8:30 a.m.

Afternoons (M - Th): 3:00 - 5:30 p.m.

Afternoon (Friday ONLY): Noon - 5:30 p.m.

With RSU 71 half day Fridays please call Faith with drop in care needs; limited space is available.

When RSU 71 is closed we also offer:

Snow Day Care: 7:30 a.m. to 5:30 p.m.

Holiday/Vacation Care: 7:00 a.m. to 5:30 p.m.

Holiday and Vacation Care REQUIRE pre-registration. We need a minimum of 10 children.

We ask that you are prompt in picking up your child at the end of day. A late charge of \$1.00 per minute - after the first 5 minutes - per child, will be applied to the following week.

## 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.

The Y's promise is "To strengthen the foundation of community."

### OUR AREAS OF FOCUS ARE:

#### FOR YOUTH DEVELOPMENT:

Nurturing the potential of every child and teen.

#### FOR HEALTHY LIVING:

Improving the nation's health and well-being.

#### FOR SOCIAL RESPONSIBILITY:

Giving back and providing support to our neighbors.

### OUR 4 CORE VALUES:

**CARING:** Show a sincere concern for others.

**HONESTY:** Be truthful in what you say and do.

**RESPECT:** Treat others the way you would want to be treated.

**RESPONSIBILITY:** Be accountable for your promises and actions.

**INCLUSIONARY POLICY:** Our childcare programs are designed to help each child reach developmental milestones. Our curriculum enhances each child's potential with intention to build on skills needed for school readiness.

**FINANCIAL ASSISTANCE:** We welcome ALL who wish to participate and believe that no one should be excluded from our programs, activities or events based on their ability to pay. Support from our community enables us to make the "Y" an experience for all, regardless of financial situation.

We offer Financial Assistance through reduced membership and program fees. Applications are always 100% confidential. Forms can be found at our Front Desk or on our website. For additional questions or to set up a meeting to discuss financial assistance, please contact:

Membership Director, Bruce Osgood at 207.338.4598 or bosgood@waldocountyyymca.org.

# BUS STOP CARE PARENT ZONE

Our goal for Bus Stop care is to help ease family stress when school time and work time do not align. We intend to keep this hectic process easy for families. To help, please find more information in our PARENT ZONE located on the back wall of the community room.

In this area you will find:

- Clip board to sign your child in / out.
- A posted copy of the monthly newsletter.
- Registration forms for upcoming Holiday/Vacation Care .
- A listing of daily activities and the staff members on duty.
- Upcoming Y Special Events and/or Youth Sports information.



## SAMPLE OF OUR WEEKLY AFTER SCHOOL ACTIVITIES

**Arrival:** After storing their belongings in their assigned cubbies children attend our Kidz Korner meeting.

**Snack:** Daily, healthy snacks provided by the Y (see page 8).

**Swimming:** Open swim weekly. Please pack bathing suit, towel and goggles are always popular.

**Leader of the Week:** Children strive to follow our four core values (see page 2) to become the Leader of the Week. The leader will help with snack and choose the game for that week.

**A Bit of Everything Clubs!** are different club options for children to choose from, lasting one to two weeks each. They are not mandatory; instead they are geared towards helping children explore their interests and/or discover something new!

**Table Talk Tuesday:** are open group discussions centered around our weekly question geared to encourage children to talk about what is going on in the world and how it affects them. The question will be posted the wall if you want to continue the discussion at home!

**We also offer:** Zumba® Kids, Gymnasium Activities, Playground time, Games, Arts & Crafts, Puzzles, Free play and a whole lot more!

**QUALITY RATING:** Quality for ME is a voluntary system for licensed childcare providers to have their quality assessed on a 4-step rating scale. They must meet the requirements at each step before moving to a higher level. Every step is an important quality measure based on the following criteria:

- Licensing History
- Learning environment (daily schedule, activities planned, etc.)
- Program evaluation (looking at strengths and weaknesses)
- Staff Development (training for staff)
- Administrative policies & procedures (holiday closings, illness, etc.)
- Family Involvement (welcoming parents in the program)
- Community resources (where to find other services to help families)
- Child Observations (watching for children's interest and skills)

The Waldo County YMCA childcare is currently at a Step 2. This means our program has several policies and procedures, and staff qualifications above and beyond those required by licensing.

## SAFETY GUIDELINES FOR CHILDREN AT THE Y:

**In the Building:** 10 & under must be under direct supervision of a parent. Age 11 - 12 must have a parent in the building.

**Fitness Room:** Under 13 are not allowed in the Fitness Room. Age 12-14 are allowed ONLY after an orientation AND under direct supervision of a parent or fitness instructor.

**Gymnasium:** Under 10 are allowed in the gym only under the direct supervision of a parent or if attending a program.

**Locker Rooms:** Age 5 & older may use the Men's/Women's locker room with a same sex parent or use the family locker rooms.

**Tom & Sally Savage Pool Complex:** Children 6 & under must remain within arm's reach of an adult Children 7 -10 must have an adult in the Pool Complex. Children 11-12 must have an adult in the building.

**Walk Track:** Under 12 are allowed on the track ONLY under direct supervision of a parent who is walking with them.

**Wellness Room:** 14 & under allowed in the Wellness Room only if attending a program.

# FOR YOUR INFORMATION

## ARRIVAL AND DEPARTURE:

- **EVERYONE** must check in to our facility.
- Please accompany your child inside the room each day. We cannot accept the responsibility for any child dropped off outside.
- Inside the classroom please sign your child IN at the beginning and OUT at the end of class.
- Please call if you are going to be late for pick up or if a *pre-authorized* person is going to pick up your child.
- WE WILL NOT ALLOW A CHILD TO LEAVE WITH ANYONE UNDER THE AGE OF 18.

## BEHAVIOR POLICY:

- The four core values of **Caring, Honesty, Respect & Responsibility** will be followed at all times.
- Teasing, fighting or name calling will not be allowed.
- Appropriate language is expected at all times from children & staff.
- Respect other peoples property, including Y supplies & equipment.
- Please leave toys at home & refrain from trading property at the Y.
- Follow the daily activity schedule without argument.
- Clean up after yourself AND pitch I to help others.
- Walk when indoors and speak with an indoor voice.
- Staff will follow rules regarding acceptable behavior that reflect realistic expectations for the age and development of the children.

## KEEPING YOUR CHILD SAFE:

- We have a zero tolerance philosophy for abuse.
- We follow state guidelines for child-to-staff ratio.
- Staff are provided information regarding child abuse prevention and detection. All staff are considered mandated reporters.
- Procedures for handling emergencies are reviewed and available to all staff in an Emergency Procedure Manual.
- Our childcare department practices drills once a month in case of an emergency. All staff are trained in emergency protocol and fire maps are posted in each classroom. For more information, please talk to your program coordinator.
- All childcare programs at the Waldo County YMCA are licensed by the state of Maine. Copies of our licensing certificates and rules/regulations are available for viewing in the classroom. Should you feel our childcare program is in violation of the state requirements, you may contact the Maine Department of Health and Human Service Division of Licensing and Regulatory Services at 207.287.9300 or 1.800.791.4040 or [dhrs.info@maine.gov](mailto:dhrs.info@maine.gov)

**ILLNESS:** Illness is always an issue in a group setting; however, under no circumstances should a child be brought to the program if he/she has a contagious illness.

PARENTS must also notify us immediately if your child contracts any communicable illness other than a cold.

**INJURY:** All staff are trained in CPR and first aid. If your child sustains an injury more severe than our skills allow, the staff will:

- Attempt to reach all numbers provided as emergency contacts.
- If injury warrants, we will call 911.
  - ◊ If child is taken to the closest emergency facility they will be accompanied by a staff member.

**WITHDRAWING:** A two week written notice is required if you wish to withdraw your child from the program.

**QUESTIONS OR CONCERNS:** Call 207.338.4598 to speak with:

Faith Boynton, Youth Development Director or Russell Werkman, CEO



The Waldo County YMCA is committed to supporting your child in healthy growth & development. As part of our Preschool Program we incorporate NUTRITION PROMOTION, PHYSICAL ACTIVITY OPPORTUNITIES, SCREEN TIME AND SUGARY DRINKS. Learn more at [www.mainehealth.org](http://www.mainehealth.org).