

ASHLAND AREA YOUNG MEN'S CHRISTIAN ASSOCIATION



CHILD CARE POLICIES & PROCEDURES MANUAL

Updated February 2015

606-329-6784 Child Care Building
606-324-6191 YMCA Main Facility

Ashland Area YMCA Mission Statement:

“The Ashland Area Young Men’s Christian Association is designed to provide facilities, programs, and leadership that will emphasize development in the areas of body, mind, and spirit in a Christian environment that is available for the entire community.”

www.ashlandareaymca.org

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FOR YOUTH DEVELOPMENT FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY

Letter from the YMCA CEO

On behalf of the Ashland Area YMCA Child Care/Pre-School staff, I would like to welcome you and your child to our facility and to thank you for putting your trust in us. The YMCA's mission is to build strong kids, strong families, and strong communities. What better place to start than in the early years. We promise to be **responsible** and provide a loving, **caring**, **honest**, and **respectful** environment for your child to learn and grow in. Our staff is certified and dedicated to the enrichment of each child. Each classroom is designed to meet the needs of his/her age group. Curriculum specific for each age is taught throughout the school year (August - May), and many of the basic curriculum is carried over during the summer months. Our staff are prepared and excited about getting another year underway. Thank you again for choosing the Ashland Area YMCA for your child care needs and have a great school year!

Sincerely,

Marla Gearhart, CEO

YMCA Child Care Mgmt:

Kelly Hunley,
Child Care Director

khunley@ashlandareaymca.org

Alma Yoakem,
Child Care Supervisor

Visit us at:

www.ashlandareaymca.org

606-329-6784



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Toddler Program

Our toddler rooms (1 yr. to 36 months) offer toddler stimulation. The staff/child ratios in these rooms are as follows:

1 yr. 1:6 / 2yrs. 1:10.

These ratios enable us to provide individualized care for each child in the program.

The caregivers in these rooms possess specialized training and experience in age appropriate care. The activities are planned on an individual basis and are developmentally appropriate to stimulate the growth of each child. The staff will work individually with each child's parents to insure good communication between home and the Center.

Your child will need: 5-6 diapers for a 9 hour stay; 2 or more changes of clothing; Bottles (no glass); Food; and Ointments (Only if necessary for child. These must be requested by parent on medication form).

It is very important that all of your child's things are labeled. If your child's name is not on his/her things, the staff cannot ensure that your child will receive the right bottle, food, pacifier, etc. In addition, labeling your child's things will help you get them back at the end of the day.

Pre-School Program

We believe that children learn through play. Children play to learn, to grow and to experience the world around them. With this goal in mind, our pre-school rooms are equipped and arranged to provide the optimum in self-exploration and hands-on learning. Programs are planned to meet the needs of the group and the individual child. Concept introduction and lessons to be covered will be posted in each classroom monthly. These will provide parents with information concerning their child's activities. Parental involvement is welcome and encouraged. If you would like to contribute talents, time or materials, please let your Teacher know!

Pre-School Program Daily Schedule (subject to change)

6:30 a.m.	Children begin arriving and gather in the two-year-old preschool room. Play is self-directed. Staff/child ratio will be based on the age of the youngest child in the room. 1 year olds 1:6, 2 year olds 1:10, 3 year olds 1:12 - 4&5 year olds 1:14.
7:00 a.m.	1 year olds are taken into their respective classroom.
7:30 a.m.	4 and 5 year olds are taken into the 4-year old classroom.
8:00 a.m.	3's are taken to their respective classroom, leaving only the 2's in their respective classroom. All children are in their own class at 8:00 a.m. ready for the day.
8:00 a.m.	1's, 2's & 3's are served breakfast.
8:30 a.m.	4 and 5's are served breakfast. (Meal service is over at 9:00 a.m.)
9:00 a.m.	Morning programs begin (refer to weekly lesson plans posted by each classroom) Swim Lessons begin (child <u>must</u> be potty trained to participate)
10:30 a.m.	1's and 2's have lunch.
11:00 a.m.	Younger 3's and older 3's have lunch /1's and 2's have rest time/ Swim Lessons conclude
1130 a.m.	4's have lunch
12:00 p.m.	5's have lunch - Older 4's have rest time
12:30 p.m.	5's have rest time
1:30 p.m.	1's and 2's have snack
2:00 p.m.	3's have snack
2:30 p.m.	4's and 5's have snack
3:00 p.m.	Free Play
4:30 p.m.	Afternoon Story Time/ Free play in rooms
5:30 p.m.	Center Closes

** Individual class schedules may differ somewhat. See your child's class schedule posted by his/her room.

** Ashland Area YMCA Child Care reserves the right to change or adjust classroom schedules to better accommodate teachers, children and scheduling conflicts with the YMCA pool.

Additional Resources

Our children have the privilege of accessing the YMCA's Swimming Pool, Gymnasium, Track, Play Ground, and Aerobic Studios through our

School-Age Program

Ashland Area YMCA Child Care Center offers school-age childcare in our main building. On days when school is closed due to inclement weather, S.T.A.R. days, vacations, holidays, etc. School-age day camps are offered. Contact the desk at 606-324-6191 in the main building for more information and fees.

Meals and Snacks

Nutritious breakfast and snack are prepared on site, which meet the guidelines of the Department of Education Food Program. Lunch is provided by the parent or guardian and must include: milk, protein, (2) vegetables or (1) veggie & (1) fruit and a bread item. The breakfast and snack service at the Center is intended to promote the development of good food habits and the furtherance of nutrition education through a well-balanced diet, including a wide variety of foods.

*Please do NOT pack candy or pop in your child's lunch.

For the meal and snack schedule please refer to the calendar menu posted in the centers lunchroom.

Rest Time

In accordance with regulations, all children will have rest time in the afternoon. The children are not required to sleep but will enjoy a quiet time with soft music and dimmed lights. Each child is provided with a cot or mat. A blanket, pillow and one small stuffed animal may be brought from home to use during rest time. Rest time is scheduled from 11:00 a.m. until 1:00 p.m. for the 1's and 2's, 11:30 a.m. until 1:30 p.m. for the 3's, and 12:00 p.m. until 2:00 for the 4 's, and 12:30p.m. until 2:00 p.m. for the 5's.

**** Swimsuits, towels, blankets, pillows and sheets must be taken home at the end of the week, washed and returned on Monday with their child.**

Swim Lessons

YMCA Child Care prides itself as the only Child Care center in our area to provide swim lessons to children in our program that are 2 years & up. (The child must be completely potty trained) Swim Lessons are offered Monday-Thursday.

Potty Training

In order to develop and/or enhance independence and self-help skills, the Center will adhere to the following guidelines in potty training:

Children who are in the beginning stages of potty training will be taken to the restroom often. This time interval will gradually be lengthened as success increases.

Potty training is an important part of the child's independence, self-awareness, as well as physical development. This training can only occur when there are definite signs of the child's interest and developmental ability. Potty training should be a cooperative and consistent effort between home and the Center in order to provide maximum levels of success. A parental consent will be required to begin and continue potty training.

Outdoor Play

Children use outdoor time to plan things together (social), to pull, push, balance and lift (physical), and to explore and make observations (intellectual). Weather permitting; the children will spend time playing outside every day. Please dress your child accordingly. We will be going outside if temperature is 50 degrees or above. The Center will apply sunscreen to your child if written permission is given and sunscreen is provided.

Healthcare

Illness/Injury

Each child must have a current health form with immunization history signed by a physician on file at the Center.

Please notify the teacher if your child has any allergies (especially food allergies).

Illness Policy

The YMCA Childcare promotes the protection of well children by preventing illness whenever possible. We encourage children to practice and develop good hand washing habits to prevent the spread of germs. We encourage an understanding of good nutrition, exercise and proper rest for the development of healthy bodies. Other practices include the procedures for the onset of illness symptoms at home or at school.

At Home

If your child exhibits any of the symptoms listed below at home, keep your child home until your child is well and contamination of others is not a concern. Please notify the center of an absence and the identified symptoms so we will not expect your child that day and staff can be alert to possible contagions.

At Child Care

When the presence of the child poses a possible risk of spreading infection to other children, we will remove the child from the classroom. The child will remain with an appropriate staff person, until the parent/guardian can be notified and the child is picked up. Typically the child will remain at the front desk. If the child is distraught the classroom teacher may stay with the child if classroom ratios are met. It is important that the parent/guardian respond in a timely manner in picking up their child to ensure the sick child gets immediate care and to help prevent the spread of infection to other children and staff (one hour or less). The following guidelines serve as a framework of specific symptoms for which the child will be evaluated for temporary exclusion.

Fever

If an underarm temperature reading of 100° F, 101° F actual or higher the child will be removed from the classroom and a staff member will keep your child comfortable until you are notified and take your child home. Prompt pickup is expected (one hour or less).

If an underarm temperature reading is slight of the 100° F, and after monitoring the child over a period of time the child is not able to actively participate and is exhibiting unusual behavior and appearance, the child will be removed from the classroom and you will be called to pick up your child.

Other physical or behavioral symptoms where the child will be considered for exclusion from school may include but is not limited to:

- **Vomiting**
- **Diarrhea**
- **Unidentified Rash** - If a child is sent home with an unidentified skin condition, the child may not return without a physician's note indicating that there is no danger of contamination to other children.
- **Lifeless or unable to participate in normal daily activities**
- **Upper respiratory complications**
- **Unexplained change in behavior and/or appearance**
- **Discharge from eyes/ears**

If your child has been sent home, or onset of symptoms occurred at home, it is important that your child not be returned to school until child has been symptom free for at least 24 hours or a doctor's note indicating child's wellness. It is important that the child is **fever free for at least 24 hours** without the use of medication to lower the fever. Also, the child may not be brought to the Center if he or she is taking an antibiotic prescribed within 24 hours.

In the event of a life threatening emergency 911 will be called.

Medication

Medication will be administered by the center with written permission. The Center shall keep a written record of the administration of each medication, including time, date, amount and full name of the staff member administering the medication. Medication shall be in the original bottle and properly labeled. At no time will medication be given to a child if the expiration date on the bottle has passed. No medication will be given to a child unless accompanied by a doctor's note if the medication is over the counter.

Medication consent forms can be obtained at the front desk.

Infection Control Guidelines

Infection Control Practices:

Cleanliness and the exclusion of children with infectious conditions are essential to the well being of those attending the Ashland Area YMCA Child Care Center.

1. Contagion check - survey should be completed daily which determines presence of fever greater than 101, diarrhea, open draining wounds, rash or known exposure to an infectious illness. If any of these are found, child will be isolated and parents will be notified to retrieve child within one hour of notification. Children will not be permitted to attend the Ashland Area YMCA Child Care Center until such symptoms have subsided.
2. Parents will be made aware not to bring their child to the Ashland Area YMCA Child Care Center with any of the above-mentioned symptoms upon enrollment of their child in the program.
3. All enrolled children must have:
 - A. Current written health records.
 - B. Immunization records must be in compliance with current guidelines.

Prevention of Infections between Children:

In addition to adherence to contagion check and guidelines listed there:

1. Children will be checked for Pediculosis (head lice) at regular intervals during the year. All children found to have Pediculosis will be sent home. Children will not be readmitted until treated and a release obtained from the local health department or private physician.
2. Parents will be informed if their child has had any possible exposure to infectious conditions at the Center. Likewise, if parents have been exposed to any potentially infectious diseases, they should inform the Center Director.

Personnel:

All persons working in the Ashland Area YMCA Child Care Center will adhere to employee health guidelines.

Handwashing:

1. Hands will be washed between the changing of diapers and the feeding of infants. Also, the hands of infants and toddlers will be washed.
2. Hands will be washed with an antibacterial soap if they have become contaminated with feces, urine, nasal drainage, etc.

Care of the Physical Environment:

1. All soiled linen should be bagged and tied until it is laundered.
2. All bedding will be changed after each child's use.
3. All high chair trays will be cleaned with a disinfectant between uses.
4. Daily cleaning of the floors with disinfectant detergents.

5. Counters, work surfaces, etc., may be subject to heavy contamination during routine use. These areas will be cleaned at least once a day with disinfectant, detergent and clean cloths.
6. Special attention will be given to toys, books, etc. in the infant and toddler rooms.
7. An area where washing with an antiseptic solution may take place should be readily available.

Housekeeping:

1. The center will be cleaned by Housekeeping on a daily basis.
2. A thorough cleaning will be done on a preventative maintenance schedule and/or cleaned on an as needed basis including shampooing of carpets and buffing of floors.
3. An exterminator will inspect and spray monthly.

Toys and Clothing:

1. All toys should be disinfected daily or when soiled.
2. There should be no sharing of hats or clothing.

Disaster Plans

In the event of a disaster, the center will retain responsibility of all children on the premises until they are released to a parent, guardian, or other designated person. In such instances that call for transportation to an official evacuation center, staff will remain with the children until all have been reunited with their families.

Law requires that all Center employees remain on the premises and assume tasks assigned by the person or persons in charge. Staff may not leave the premises until the same person(s) gives them official permission to do so. Evacuation plans for fires, tornadoes, and earthquakes are posted in the classrooms.

Fire

Drills will be held in accordance with state licensing guidelines and are practiced on a monthly basis.

In the event of discovering a fire, sound alarm.

As soon as the fire alarm sounds teachers will line up the children and lead them out the front door to the pre-designated area in parking lot. Lead teachers will take with them their attendance sheets. Assistant teachers will be responsible for

checking restrooms, the multipurpose room, and the kitchen for children or other persons who may not have heard the alarm. Administrative personnel will take with the emergency files and the first-aid kit.

Upon arrival to the pre-designated evacuation area, teachers will take roll of their own classes. The Director or designated person in charge will check with each teacher to make sure the children and any adult assistants are accounted for. Reassurance of their safety will be given to the children. First-aid will be administered as needed. The building will not be re-entered until the fire officials give permission.

Tornado

In the event of a tornado, lead teachers will be responsible for maintaining possession of their attendance books, emergency flashlights and battery-operated radios. The Director or designated person in charge will be responsible for directing any hallway traffic. The children and staff will sit with their backs against the inner most wall of their classroom with their heads between their knees. Children will be reassured of their safety and will remain in this location until the tornado has passed and safety is assured.

Earthquakes

When shaking begins, the practice of "Duck and Cover" occurs. Teachers will shout, "Duck and take cover." Children duck and cover their upper bodies as much as possible. They will turn away from windows, drop to their knees, and seek cover beside a desk or table if possible. They will clasp their hands behind their necks, bring their arms against their head (covering ears), lying in a fetal position, close their eyes, and drop their heads to their knees. They will remain this way as long as they can, or until their teacher tells them it is safe. Adults will follow the same "duck and cover" procedure until the shaking has stopped.

Attendance will be taken and missing children or staff will be reported to the Director or designated person in charge. First-aid will be administered, as needed.

Behavior Policies

Discipline

Please understand that there will be times when your child must be disciplined. We will, at no time, practice any form of corporal punishment (spanking, smacking, etc.). This goes against all that we believe. Our only form of discipline will be use of the "time out" chair.

If a child continues to engage in disruptive behavior first, we will try redirection, then if the same behavior continues they will be placed in "time-out". The child will be placed in "time-out" for every minute of their age. For example, if the child is 3 years old that child will be placed in "time out" for 3 minutes. Removal from activities for the specified period of time will discourage the undesirable behavior. If problems become extreme, it may be necessary to consult with you concerning possible causes and solutions.

The Ashland Area YMCA Child Care Center follows a "Three Strike Rule". Strike one would be if a child's behavior is extreme and we are unable to keep him/her from harming himself/herself, the other children and teachers we will call you and have you come and pick up your child. This system will continue two more times and then we will have them removed from the center. We are willing to work with parents as a team and try different ideas. Every child and situation is different. Please understand this is for extreme behavior.

We reserve the right to decide whether the child shall remain in the program if he/she fails to adjust within a reasonable amount of time.

Cooperation and mutual understanding among parents and instructors is vital. Please feel comfortable informing us of any problems or concerns that might arise.

Biting

Biting is a typical, yet frustrating, problem for the parents of young children. We understand that toddlers bite for many different reasons. We will work parents and try different ideas to keep toddlers from biting.

** If the problem continues we reserve the right to decide whether the child shall remain in the program if he/she fails to adjust within a reasonable amount of time.

Birthdays and Holidays

Birthdays are a very important milestone in your child's development. We enjoy acknowledging and being a part of your family's celebration of this important day. You may bring a treat for your child to share with his/her classmates. Parents are invited to attend and help with the celebration.

Holidays Hours

Our center will be closed in observance of some holidays. Our holiday hours are posted in January for the entire year. Copies are available at the childcare front desk.

Schedule Policies

The Ashland Area YMCA Child Care Center operates as a FULL-TIME enrollment facility. Students are registered for 5 days per week.

Signing In and Out

The front desk worker serves as an official record keeper of attendance as well as a parent communication center. Permanent cards for each child are kept in the office. It is the parent's responsibility to sign in and out every day.

Drop-Off and Pick-Up

Our primary concern is the health and safety of the children who attend the Ashland Area YMCA Child Care Center; because of this, we will not release a child to anyone who may be under the influence of drugs or alcohol. In addition we expect that each child arrives and leaves in a state regulation car seat. In the event that violations should occur, we will immediately notify alternative authorized persons as listed by parents/guardians on the emergency notification card.

Parents are required to come into the building and inform a teacher or the Director when either dropping off or picking up a child.

Confidentiality

All records concerning children and their families will be in locked files. Only teachers and administrative staff will have access to these files. Emergency release information will be instantly accessible to any staff person and will be placed in an area that is conducive to instant access. Children's files will not leave the office, except when signed out by authorized staff for a specific purpose. Records will not be removed from the premises unless needed for a court case. In instances such as this, a subpoena must precede the removal of any records. No information concerning a child will be given to other parties without the expressed written consent of the child's parents or legal guardians.

Personal information about families (i.e. newly separated or divorced, arrests, serious illnesses, job losses, etc.) will be divulged to other staff only to the extent to which they need to know to support the child. Those who seldom have contact with the child may not need to know family details. Discretion will be highly recommended.

Child Abuse and Neglect

When a child is endangered, either in areas of health, abuse or neglect, staff is legally obligated to report suspicions to the proper authorities.

All staff has taken orientation on this subject. YMCA held a staff meeting and made sure all employees understood the procedure for reporting the abuse. All staff signed an agenda showing their attendance.

From this day on, any new employee will be informed of the procedure for reporting abuse at their time of hire and be required to sign an agenda sheet. The agenda sheets will be kept on file with the Abuse Manual.

Photographing and Taping

Occasionally, tapings of classroom activities for the purpose of language development play-acting and other curriculum experiences will occur in your child's classroom. Video of our students may be used in advertisement or for educational purposes. Please inform Facility Director if you wish for your child to not be included in tapings or photos.

Children's Possessions

The Center is equipped with games, toys, crafts and books to stimulate children. It is not necessary to bring toys, candy or money into the center. Although each child is provided with a place for his/her possessions, items can be misplaced. In order to avoid confusion and disappointment for your child, please do not send any unnecessary items.

Clothing

Each child will need 2 complete sets of seasonally appropriate clothing (shirt, pants, socks and underwear) that has been labeled and placed in a zip-lock bag.

Waiting List Policy

If at any time any room in the center reaches licensed capacity, your name along with the date and time, will be placed on a waiting list. Following center guidelines, when a position becomes available, it will be filled from the list in that order.

Operations

Enrollment

State regulations require health records for every child enrolled in the Ashland Area YMCA Child Care Center. Health records include: Lists of allergies, special dietary needs, emergency authorizations, and medication authorization (as needed). As parents, it is your responsibility to maintain current updated health records. It is in the best interest of your child to notify the Center of any changes in health statements. If health records are not complete at the time of enrollment or within thirty (30) days after enrollment, your child may be temporarily removed from the Center pending completion of these forms.

The following forms must be completed and returned prior to the first day of attendance:

- | | |
|------------------------------|-------------------------------|
| a) Enrollment form | e) Classroom information form |
| b) Consent form | f) Medication permission form |
| c) Parent Handbook Statement | g) Food Program form |
| d) Emergency Contact Card | h) Birth Certificate |

The Center's hours of operation will be 6:30 a.m. until 5:30 p.m. Monday through Friday. The Center serves children ages 1 year to 5 years through the regular Center programs. We also offer holiday and vacation programs for school-aged children, through the 5th grade in the Ashland Area YMCA main building.

Tuition Agreement

1. It is understood that a **yearly registration fee** must be paid to enroll a child. This fee is due/must be paid in August of each year.
2. It is understood that dues are paid at the beginning of each week.
- See program fees sheet located in your packet for your child's weekly rate-
3. It is understood that you will be charged \$1.00 per minute after 5:30 p.m. for late picked up.
4. It is understood there are no refunds or roll over for days missed. Each child will be permitted (5) doctor excused days per school calendar (Aug. 1 - May 31) each year. Revised January 2012
5. It is understood that if you take your child out of the program, they will be placed on a waiting list should you wish to re-enroll them.
6. It is understood that any child enrolled in the program but fails to attend for a given time, without notifying the Center's Supervisor will relinquish their enrollment to the next child on our waiting list.

Parent Involvement

Because we are privileged to play such an important role in the lives of the children we service, we are dedicated to meeting the needs of the family unit. It is our goal to create a partnership between the Center and home to provide the child with security, stability, and love.

Visiting the Center

Parents are encouraged to come to the Center to share areas of expertise or help with special projects. Children and teachers benefit enormously from extra help. Special arrangements can also be made to come and share lunch with children.

Meetings

Opportunities for parent gatherings will be made throughout the year to help orient and educate parents and teachers. These meetings provide excellent opportunities for parents and teachers to exchange information regarding children. Gatherings also offer opportunities to become acquainted with the parents of other children within each child's classroom.

Conferences

Scheduled, planned conferences or spontaneous conferences may be arranged whenever individual concerns arise. Either the parent or the teacher may request such a conference.

Social Gatherings

As often as possible, the center will arrange special celebrations, including Mother's Day, Grandparent's Day, and Christmas Program & Preschool Graduation. Parents will also be invited to classroom parties at many of the major holidays including Easter, Christmas and Valentine's Day.

Bulletin Boards

Each classroom has a "Parents' Board" outside the classroom door. It is very important to check the board for announcements or other information that is pertinent to your child's program.

Daily Contact

Verbal contact, either face-to-face or via telephone, between parents and teachers is the most common form of communication between the Center and the home. It is very important for parents and teachers to share the events of the child's day to prevent misunderstandings and ensure the best interest of the child - physically, socially, emotionally and mentally.

Written Communication

An ongoing program of written communication between the Center and home is especially important for parents who are unable to visit the Center. These may take the form of: newsletters and memos; informal notes from teachers; informal notes from the director; daily activity reports; incident reports; monthly calendars; and developmental evaluation of the child.

Personnel Requirements

The entire staff of Ashland Area YMCA Child Care Center will be required to undergo a national criminal background check as well as a drug test as a condition of employment. All employees will be required to be certified in infant, child, and

adult CPR as well as First Aid. The childcare staff will also need to attend a six-hour new staff orientation class. This will consist of the following topics:

- A. Recommended Practices
- B. Health, Safety and sanitation
- C. Recognizing and Reporting Child abuse

After attending this class, the staff will implement the procedures on a daily basis.

**Ashland Area YMCA
Child Care Center**

RECEIPT FOR POLICY & PROCEDURE MANUAL

I have received the Ashland Area Young Men's Christian Association Child Care Policy & Procedure Manual. I understand the policies and procedures as explained in the manual and will abide by them.

(Name – Printed)

(Signature of Parent or Guardian)

(Child or children enrolled)

(Date)

**PLEASE READ AND SIGN THIS RECEIPT FOR THE
CHILD CARE POLICY & PROCEDURE MANUAL.**

This copy to be signed and retained in the Personnel File of the child enrolled in the Ashland Area YMCA Child Care Center.