

ASHLAND AREA YOUNG MEN'S CHRISTIAN ASSOCIATION



CHILD CARE POLICIES & PROCEDURES MANUAL

Updated 2/1/2022

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

Ashland Area YMCA Mission Statement:

**“To put Christian principles into practice through programs that build
mind, body and spirit for all.”**

www.ashlandareaymca.org

FOR YOUTH DEVELOPMENT FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY

Letter from the YMCA CEO

On behalf of the entire staff of the Ashland Area YMCA Child Care, I would like to welcome you and your child to our facility and to thank you for putting your trust in us. Here at the Y, one of our many mission based goals is to help build strong kids, strong families, and strong communities. What better place to start than in the early years? We promise to be honest and responsible while providing a loving, caring, and respectful environment for your child to learn and grow in. Our staff is trained and dedicated to the enrichment of each child. Each classroom is designed to meet the needs of that specific age group. Age appropriate curriculum is taught throughout the year. Our staff are excited and prepared to meet your child and to begin a nurturing relationship of learning and growth. Thank you again for choosing the Ashland Area YMCA for your child care needs.

Sincerely,
Scott Campbell, CEO

YMCA Child Care Mgmt.:

Jennifer Layne
Child Care Director
jlayne@ashlandareaymca.org

Alma Yoakem,
Child Care Supervisor
ayoakem@ashlandareaymca.org

Tuni Khounlavong
Child Care Supervisor



In accordance with Federal law and U.S. Department of Agriculture Policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability (Not all prohibited bases apply to all programs).

To file a complaint of discrimination,
Write USDA, Director, Office of Civil Rights
Room 326-W
Whitten Building
1400 Independence Avenue,
SW. Washington, DC20250-9410
Call (202) 720-5964 (voice and TDD) USDA is an equal Opportunity provider and employer.

Hours of Operation:

7:00AM until 5:30PM Monday through Friday

*All children must be in attendance by 9AM each day. No children will be allowed to enter after 9AM unless they have a doctor's excuse.

Enrollment

The following forms must be completed and returned prior to the first day of attendance in accordance with state regulations:

- CACFP Food Program Enrollment Form
- Current Kentucky State Immunization Record*
- Emergency Information Card
- Enrollment Application
- Activity and Emergency Consent Form
- Policies and Procedures Manual Receipt

We need to know any allergies or special dietary needs your child may have. If your child has a special dietary need, we will also need a letter from the child's physician to keep on file.

*If your child is from out of state, you can have immunization records transferred over at the Boyd County Health Department.

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 removed from the Center.

Tuition Agreement and Schedule Policies

The Ashland Area YMCA Child Care Center operates as a FULL-TIME enrollment facility. Students are registered for and charged for 5 days per week whether they attend or not. Each new week is charged on Monday and will need to be paid by Friday of the same week.

If you are a state subsidy recipient, your child may only miss 5 days per month. This is in accordance with your subsidy contract; after 5 days absent, you will be responsible for paying the full amount for the rest of the days your child misses in the month. This is in addition to any co-pays

- It is understood that you will be charged a late pick-up fee of \$2.00 per minute per child after 5:30PM. If you do not pick up your child by 6:30PM authorities will be called. Fee must be paid before child can return.
- It is understood there are no refunds or roll over for days missed. Each child will be permitted 5 missed days per each year (Jan 1 – Dec 31). The 5 days can be used for illness or vacation. You will be charged for all other days we are in operation.
- It is understood that any child enrolled in the program who fails to attend for any amount of time past 5 days without notifying the Center's Director will relinquish their enrollment to the next child on our waiting list.

Toddler Program

Our toddler rooms are 12 to 36 months

The staff/child ratios in these rooms are as follows: 1:6 for the 1 year olds and 1:10 for the twos.

The caregivers in these rooms possess specialized training and experience in age appropriate care. The lesson plans are made flexible to cater to individual learning needs and are developmentally appropriate to stimulate the growth of each child. The staff will work with each child and their parents to insure good communication between the home and our center.

Daily Needs:

Diapers

Wipes

2-3 Changes of Clothing

Crib Sheet and Blanket for Naptime (we provide the cot or mat)

Cup or Water Bottle

Lunch

Please label all of your child's belongings.

Any unlabeled item brought to the Center will be labeled with a permanent marker.

Pre-School Program

Our Pre-School Rooms are 3-5 years

The staff/child ratios in these rooms are as follows: 1:10 for the 3's and 4's and 1:11 for the five's.

We believe that children learn through play. Children play to learn, to grow and to experience the world around them. With this in mind, our goal is to equip and arrange our pre-school rooms to provide optimum self-exploration and hands-on learning. Lesson Plans are made to meet the needs of the group and the individual child. Concept introductions and lessons to be covered will be posted in the classrooms each Monday morning. These will provide parents with insight in their child's daily activities and learning. Parental involvement is welcome and encouraged. If you would like to contribute talents, time or materials, please let us know!

Daily Needs:

Pullups or Underwear

Wipes

2-3 Changes of Clothing

Crib Sheet and Blanket for Naptime (we provide the cot or mat)

Water Bottle

Lunch

Please label all of your child's belongings.

Any unlabeled item brought to the Center will be labeled with a permanent marker.

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 whole grain 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 send candy or pop in your child's lunch.

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

USDA CACFP Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the **USDA Program Discrimination Complaint Form, (AD-3027)** found online at: **http://www.ascr.usda.gov/complaint_filing_cust.html**, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

- (1.) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2.) fax: (202)690-7442; or
- (3.) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Meals and Snacks (Cont.)

Although you are required to provide a lunch for your child we do understand that life happens and sometimes lunches are forgotten. We cannot carry the costs of feeding so many children so often so if we have to provide a lunch for your child we will charge \$5 per each time we need to feed them.

Rest Time

In accordance with state regulations, all children must have rest time. The children are not required to sleep during this time but will need to lay/sit quietly on their mat/cot. Soft music and dimmed lights will help to encourage rest. Each child is provided with a cot or mat. Please bring a blanket and crib sheet on Monday. You may also bring a pillow if your child prefers. These items need to be taken home each Friday to be washed.

Potty Training

Potty training is an important part of the child's growing independence, self-awareness and physical development. Potty training can only occur when there are definite signs of interest and developmental ability. Potty training must be a cooperative and consistent effort between home and the Center to provide maximum understanding and success for your child.

The Center will adhere to the following guidelines in potty training:

- Parents must give consent to begin the potty training process.
- 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.
- During the potty training process, we expect accidents to happen. Extra clothing needs to be sent to minimize interruption of your work/school day. We will send all soiled clothing home in bags daily.
- All children need to be completely potty trained before 4 years of age or they will be removed from the facility.

Swim Lessons *(Due to Covid, we are currently not offering 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 3 years and older. The child must be completely potty trained to begin and continue swim lessons. If child has a non-naptime accident, they will miss swim until they are accident free for three consecutive days. Swim Lessons are offered Monday-Thursday mornings.

Your child will need a swim suit and towel. These items can be brought on Monday and need to be taken home on Fridays to be washed.

Health and Wellness

Illness

Each child must have a current Immunization Record with the Commonwealth of KY printed on the document and signed by a physician on file at the Center. If your child is from out of state, you can have immunization records transferred over at the Boyd County Health Department.

Illness Policy

The YMCA Child Care promotes the protection of well children by preventing illness whenever possible through proper cleaning techniques as well as teaching healthy habits such as handwashing. We encourage an understanding of good nutrition, exercise and proper rest for the development of healthy bodies.

What happens if your child gets sick while at the Center?

When the presence of the child poses a risk of spreading illness to other children, we will remove the child from the classroom and keep them comfortable. The child will remain with a staff person, until the parent/guardian can be notified and the child is picked up. Typically the child will remain in the Child Care Office. If the child is distraught the classroom teacher may stay with the child as long as classroom ratios can be met. It is important that the parent/guardian respond in a timely manner (one hour or less) in picking up their child.

This helps to ensure the sick child gets immediate care and to cut down the spread of infection to other children and staff.

The following guidelines serve as a framework of specific symptoms for which the child will be evaluated for temporary exclusion:

Fever - If child has an underarm temperature reading of 100.4° F actual or higher they will be sent home.

All children must be fever free without the use of medication for 24 hours before returning to Center.

No Fever - If an underarm temperature is taken and reading is less than 100.4° F we will continue to monitor the child. If child is not able to actively participate in daily routines or they are exhibiting unusual behavior or appearance, they may still be sent home.

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

- **Vomiting**
- **Diarrhea** - Three loose bowel movements in an hour.
- **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.
- **Upper Respiratory Complications/ Breathing Difficulties.** – If a child is required to take breathing treatments while at the center, a physician's note will be required stating the reason for the treatments and a date range that states how long treatments are to be given. (Revised 9/9/2021 per Scott Campbell, Executive Director)
- **Unexplained Change in Behavior and/or Appearance**
- **Discharge from Eyes or Ears**
- **Lethargy**

If your child has been sent home, or onset of symptoms occurred at home, it is important that your child not be returned to the facility until child has been symptom free for at least 24 hours. A doctor's note indicating child's wellness may be required to

Illness (Cont.)

return. Children may not be brought to the Center within 24 hours of being prescribed an antibiotic.

In the event of a life threatening emergency 911 will be called and child will be transported to nearest hospital.

Children will be checked routinely throughout the year for Pediculosis (head lice). All children found to have Pediculosis will be sent home. Children will not be readmitted to the Center until fully treated and a release is obtained from the local health department or private physician.

Medication

No over the counter medication will be given to a child unless accompanied by a doctor's note.

All medication including breathing treatments and epi-pens 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. Medication consent forms can be obtained at the Child Care Office.

Infectious Disease Control Guidelines

The center will follow the Boyd County Health Department and The Kentucky Cabinet for Health and Family guidelines concerning infectious or communicable diseases. This includes but is not limited to reporting cases of RSV, Hand, Foot and Mouth, Flu and Covid.

Infectious Disease 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 - A daily health screen which determines presence of fever greater than 100.4, diarrhea, vomiting, rash, open draining sore or spot, or known exposure to an infectious illness. If any of these are found, child will be isolated and parents will be notified to pick up child within one hour of notification. Children will not be permitted to attend the 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 current copy of Immunization Record with the Commonwealth of KY printed on the document.

Prevention of Infectious Disease:

In addition to adherence to contagion check and guidelines listed above we will inform parents if their child has had any possible exposure to infectious conditions at the Center. Likewise, if parents or enrolled child 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. Upon Arrival
2. After Toileting or Diaper Changes
3. Upon Returning from Outside
4. After Contact with Bodily fluids
5. After Handling Pets
6. Before Serving Food (Gloves and hats will also be worn while serving food.)
7. Before and After Eating
8. When Visibly Soiled
9. Before Leaving the Facility

Care of the Physical Environment:

1. Lead Teachers are responsible for labeling any child's items the parents have failed to label.
2. All soiled linens and clothing should be bagged and tied and must be sent home that day or laundered here.
2. All bedding will be sent home at the end of the week to be washed.
3. All high chairs and trays will be cleaned with a disinfectant between uses.
4. Daily cleaning of the floors with disinfectant detergents.
5. Counters, work surfaces, etc., will be cleaned and sanitized during routine use.
6. Special attention will be given to toys, books, etc. in the infant and toddler rooms. All rooms have "yuck" buckets for immediate cleaning for all mouthed toys.

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. Center will also be cleaned on an as needed basis including shampooing of carpets, rugs and buffing/waxing of floors.
3. We will close Center on Friday in August for shutdown (cleaning and painting whole facility).
4. An exterminator will inspect and spray monthly.

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. Our official emergency evacuation building is the Paul G. Blazer High School.

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. Disaster Plans for fires, tornadoes, earthquakes and lockdowns are posted in the classrooms.

Injury

Injuries are a normal part of children growing and learning to use their bodies. Sometimes accidents just happen. If your child is injured while at Child Care we will let you know.

If injury is mild in nature, small scrapes/cuts, small bumps/bruises and can be covered by a regular band-aid we will let you know at the end of the day. An accident form will be filled out to, which parent/guardian must sign upon pickup. Accident forms are then put in child's file.

If injury is more serious in nature, we will contact you at the time of the incident. If injury is severe or life threatening we will follow emergency guidelines. We will call 911 and then you. If transport to a hospital is required, we will stay with child until a parent/guardian can arrive and take charge.

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 engages 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 can help 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 or staff. We will call you and have you come and pick up your child within the hour. This system will continue two more times and then we will have to remove them 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.

The Director reserves the right to remove any child from the center for any reason at any time.

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.

When biting is concerned we will try to adhere to the three strike rule. If bites are severe we reserve the right to remove the child at any 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. You will not be charged for the following days:

New Year's Day

Memorial Day

Independence Day

One Friday in August for Shutdown

Labor Day

Thanksgiving

Friday after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

Signing In and Out

The office staff will act as official record keepers of attendance as well as a parent communication center. Daily sign sheets are kept in the office. It is the parent's responsibility to sign in and out every day *(currently due to Covid, our staff will sign your child in and out daily) as well as legibly signing the box at the end of your child's row each week.

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. If a change is not made we will notify authorities.

Parents are required to come into the building and inform a teacher or the Director when either dropping off or picking up a child. *(Currently, due to Covid, we are not allowing parents into the facility. We will come out of the building and get child from parent as well as bring children out to parents for pickup).

Confidentiality

All records concerning children and their families will be kept in filing cabinets in the office. Only 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

Confidentiality (Cont.)

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 also requires an additional Sexual Awareness Training that covers recognizing and reporting all types of abuse. Completion certificates are in employee files in Executive Director's office.

Photographing and Taping

Occasionally, photographs or video recordings of classroom activities for the purpose of language development play-acting and other curriculum experiences will occur in your child's classroom. Photographs and videos 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 photos or videos.

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.

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.

Daily Contact

Verbal contact 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 and incident reports.

Personnel Requirements

The entire staff of Ashland Area YMCA Child Care Center will be required to undergo a national criminal background check including fingerprints 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, Pediatric Head Trauma training, Anti-Sexual Abuse Training as well as maintain 15 hours per year training in Child Care Practices. 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.