

ASHLAND AREA YOUNG MEN'S CHRISTIAN ASSOCIATION



CHILD CARE POLICIES & PROCEDURES MANUAL

Updated January 2011

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

Contents

Letter from the YMCA CEO..... 1

Program.....2

Newborn/Infant/Toddler2

Pre-School.....3

Daily Classroom Schedule.....3

Additional Resources.....4

School Age.....4

Daily Program4

Meals & Snacks4

Rest Time.....4

Swim Lessons.....5

Toileting5

Outdoor Play5

Healthcare.....5

Illness/Injury 6,7

Medication.....7

Infection Control Guidelines8

Practices8

Prevention.....8

Personnel.....8

Hand Washing.....8

Physical Environment.....9

Housekeeping.....9

Toys & Clothing9

Disaster Plans.....9

Fire.....9,10

Tornado10

Earthquakes.....10,11

Behavior Policies.....11

Discipline 11

Biting/Hitting/Physical Contact 12

Birthdays/Holidays 13

Holiday Hours.....13

Schedule Policies 13

Signing In and Out 13

Drop-off and Pick-up.....13

Confidentiality 14

Child Abuse & Neglect 14

Photographing & Taping 14

Possessions 14

Clothing.....15

Waiting List.....15

Operations 15

Enrollment 15

Tuition Agreement 16

Parent Involvement 16

Visiting the Center 16

Meetings.....16

Conferences.....16

Social Gatherings.....17

Bulletin Board 17

Daily Contact 17

Written Communications 17

Personnel Requirements.....17

Receipt of Policy/Procedure manual.....18



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,

Richard B. Ritchie, CEO

YMCA Child Care Mgmt:

Annie Wilson, Sr. Director

Carole McDowell,
Child Care Director

Kelly Hunley,
Child Care Supervisor

Visit us at:

www.ashlandareaymca.org

606-329-6784

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.



Program

Newborn/Infant/Toddler

Our newborn, infant and toddler rooms (6 weeks to 36 months) offer infant/toddler stimulation. The staff/child ratios in these rooms are as follows:
6 weeks to 12 months 1:5 / 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.

All bottles and food must be brought daily. Jars of food need to be fresh and sealed for each meal. Any leftover food or bottles must be taken home daily. Leftover food and formula will not be given the next day; it will be thrown out.

Please feel free to visit and nurse your baby whenever possible. We will also feed babies breast milk provided by nursing mothers.

About Feeding Babies

Parents must provide infant formula or breast milk, commercially prepared baby food, cereal, juice etc. until which time the child is ready for table food.

Pre-School

We believe that play is children's work. 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. Infants gather in their own room.
7:00 a.m.	1 year olds or 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)
9:30 a.m.	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 have lunch /1's and & 2's have rest time/ Swim Lessons conclude
1130 a.m.	Older 3's have lunch
12:00 p.m.	4's and 5's have lunch - Older 3's have rest time
12:30 p.m.	4's and 5's Rest Time
2:00 p.m.	1's and 2's have snack
2:30 p.m.	3's, 4's and 5's have snack
3:00 p.m.	Free play
4:30 p.m.	Afternoon Story Time/ Movie Time
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, Ball Room, Track, Play Ground, and Aerobic Studios through our Child Care Program.

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.

Daily Program

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.

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 1:30 p.m. for the 1's and 2's, 12:00 p.m. until 2:00 p.m. for the 3's, and 12:30 p.m. until 2:00 for the 4 and 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. 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 School

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 in the main office. 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.

Medication consent forms can be obtained from 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 Child Development 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. In the event of discovering a fire, sound alarm.

As soon as the fire is discovered or alarm sounds teachers will be responsible for evacuating their children to a pre-designated area, well away from the building and safe from automobiles. Lead teachers will take with them their attendance books. 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 them 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.

Teachers in the newborn, infant and toddler areas will assume responsibility for getting the toddlers and infants **beside** cribs, tables, or other shelter. Teachers will keep the children close to the ground. After the shaking stops, the building will be evacuated before aftershocks occur. Evacuation will prevent additional injuries from occurring if any structural damage has occurred. Teachers will check in neighboring classrooms by shouting to make sure co-workers have not been

injured. Staff will gather class rolls and first-aid kits to be taken to evacuation sites. In evacuating the building, primary escape routes will be used unless exits are blocked. Classes will be led to an outdoor area as far away from power line danger as possible. Administrative staff will check restrooms, kitchen, and any other areas where children or staff might have been away from their own classroom.

At the evacuation site, 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. Assignments for each staff member will be given to participate, as needed. Assignments for each staff member will be given to participate on the following teams: Command team; First-aid team; and Dismissal team each team will be familiar with their duties prior to any disaster.

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 continually engages in disruptive behavior, they will be placed in the chair for a period not exceeding five (5) 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.

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.

Stop Little Nippers From Biting (Hitting & Any Physical Contact)

Biting is a typical, yet frustrating, problem for the parents of young children. They are embarrassed when their offspring bites someone and furious when their own child is bitten.

Children bite for several reasons - to explore, gain control, express anger or frustration, even to "kiss" with their teeth, explains Wanda Draper, professor of psychiatry at the University of Oklahoma Health Sciences Center. "Each situation is different, and deciding how to handle it calls for careful judgment on the part of the parent or other adult in charge. Above all, avoid the temptation to bite the child back. This only teaches the child that biting is a means of control and that, if "Mommy does it, it must be the thing to do." She suggests five steps that usually are successful in handling youngsters who bite:

- * Always go to the victim first. Give the bitten child plenty of tender loving care. If there is a wound, cleanse it thoroughly with soap and water, apply an ice pack, and be on the lookout for any possible infection.
- * After attending to the victim, go to the one who did the biting. Avoid using his or her name, so that he or she will not equate biting with receiving attention. Instead, look directly at the child and give simple directions, such as saying, "I will help you to learn to be kind and gentle, like this." Stroke his or her hand in a gentle manner, then help the child stroke the victim in a similar way.
- * Separate the youngsters for a few minutes and explain why. (Example: "I cannot let you play with others when you hurt them. You must sit here for a while until you can relax and get yourself together. Then you can play again.") In a few minutes, help the child rejoin the group.
- * Be aware of circumstances that may have caused biting, such as fighting for the same toy, boredom, curiosity, hunger or frustration.
- * Find ways to redirect behavior, showing appropriate ways to give affection, explore or exercise will without hurting others. It may be necessary to give the child a plastic ring or other harmless object to bite on.

Biting is preventable, at least to a degree. "Parents teach by example. Children need adults to show them how to express feelings without hurting others, how to explore without exploiting, and how to share instead of taking things by force. Responding to children in a tender and gentle manner, and communicating openly, will go a long way toward preventing biting behaviors."

** 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

Because our primary concern is for the health and safety of the children who attend the Ashland Area YMCA Child Care Center, we will not release a child to anyone who may be under the influence of drugs or alcohol. In the event that this 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. The children should not be let out at the door to enter the building alone.

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.

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 a complete set 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: physical exams, lists of allergies, special dietary needs, emergency authorizations, and medication authorization (as needed). As parents, it is your responsibility to maintain current health exams and 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) Physical form |
| c) Parent Handbook Statement | g) Medication permission form |
| d) Emergency Contact Card | h) Food Program form |
| | i) 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 6 weeks 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 unless a proof of family emergency or a written doctor's excuse is provided.
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, 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. A. Recommended Practices
- B. B. Health, Safety & Sanitation
- C. 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.