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LICENSED SCHOOL AGE CHILD CARE POLICY MANUAL

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Terms of Licenses For School Age Programs

Program	Capacity	Age/Grade	Hours	Months/Days
Bird	32	5-12/K-5	1:45-5:45pm	Aug-June
Core Knowledge	15	5-12/K-5	3:30pm-5:45pm	Sept-June
Country View	60	5-12/K-5	7:00am-5:45pm	Sept-June
Chavez	60	5-12/1-6	7:00am-5:45pm	June-Aug
Creekside	32	5-12/K-5	7:00am-5:45pm	Jan-Dec
Discovery Day Camp East	45	5-12/1-6	7:00am-5:45pm	June-Aug
Discovery Day Camp Northeast	85	5-12/1-6	7:00am-5:45pm	June-Aug
Discovery Day Camp West	82	5-12/1-6	7:30am-5:30pm	June-Aug
Eagle Point	32	5-12/K-5	7:00am-5:45pm	Jan-Dec
Eastside	32	5-12/K-5	7:00am-5:45pm	Aug-June
East YMCA	33	5-12/K-5	8:30am-5:45pm	Jan-Dec
Elvehjem	50	5-12/K-5	7:00am-5:45pm	Jan-Dec
Glacier Edge	32	5-12/K-5	7:00am-5:45pm	Sept-June
Gompers	32	5-12/K-5	7:00am-5:45pm	Jan-Dec
Horizon	85	5-12/K-5	1:45-5:45pm	Aug-May
Huegel	50	5-12/K-5	7:00am-5:45pm	Jan-Dec
Kennedy	60	5-12/K-5	7:00am-5:45pm	Jan-Dec
Lakeview		5-12/K-5	7:00am-5:45pm	June-Aug
Maywood/Nichols	32	5-12/K-5	3:00pm-5:45pm	Jan-Dec
Northside	60	5-12/K-5	7:00am-5:45pm	Jan-Dec
Olson	32	5-12/K-5	7:00am-5:45pm	Sept-June
Orchard Ridge	60	5-12/K-5	7:00am-5:45pm	Sept-June
Our Savior's	24	5-12/K-5	1:30pm-5:45pm	Aug-June
Royal Oaks	64	5-12/K-5	1:45-5:45pm	Aug-June
Sandburg	45	5-12/K-5	7:00am-5:45pm	Jan-Dec
Sauk Trail	32	5-12/K-5	7:00am-5:45pm	Sept-June
Schenk	45	5-12/K-5	7:00am-5:45pm	Jan-Dec
Stoner Prairie	40	5-12/K-5	7:00am-5:45pm	Sept-June
Sugar Creek	32	5-12/K-5	7:00am-5:45pm	Sept-June
Sunset Ridge	45	5-12/K-5	7:00am-5:45pm	Jan-Dec
Windsor	60	5-12/K-5	6:30am-5:45pm	Jan-Dec
Yahara	32	5-12/K-5	7:00am-5:45pm	Jan-Dec

ENROLLMENT/ADMISSION

School Age Programs-Any child currently enrolled in kindergarten through fifth grade who is within the ages of 5-12 is welcome. Exceptions are made only with SACC Director and Department of Children and Families (DCF) approval. Enrollment forms and brochures are available at the individual child care sites, school offices, and YMCA facilities.

Families are required to complete child care registration forms with all the following information before the child attends site:

- o YMCA School Age Child Care Registration/Agreement of Terms
- o YMCA School Age Child Care Payment of Fees Agreement
- o YMCA of Dane County Child Care Enrollment/Health History/Emergency Care Plan/Immunization Record

Registration

- Upon registration, families must pay the non-refundable registration fee. The Child Care Billing/Registrar Administrator or Director will enroll children into the computer (it takes **3 business days** for all information to be processed, after which children are able to attend if space is available). The families then receive a welcome letter with a monthly statement, copies of all registration information, and any other relevant handouts.
- Copies of all registration forms are given to the child care site. The YMCA staff suggest that new families visit the site prior to the first day of attendance for a site tour. Any specific questions or concerns are referred to the Director.
- Except as provided by law, person's having access to children's records may not discuss or disclose personal information regarding the children and facts learned about the children and their relatives. This does not apply to family members authorized in writing by the parent or guardian to receive such information.
- The site may consult with outside agencies as needed. However, this will be done with consideration to the expectation that the family's right to confidentiality will be maintained to the extent consistent with applicable law. Discussion that identifies a child or family will be limited to site employees and staff of other agencies as required by law. At the same time, in some circumstances we may require that families sign a release of information to allow us to communicate with other agencies concerning the child's special circumstances. Written documentation of meetings and agreements will be kept on file.
- Parents and guardians may request access to records and reports maintained on their child through the School Age Child Care Director. If approved, parents/guardians will receive a typed up summary report of accidents or behaviors.
- Each site's daily schedule is posted on their family board.
- School's Out Fun Club is available at various locations on days when school is out and on half days. See individual brochures for details. These days require a separate registration, which can be found at current sites and YMCA facilities. Separate fees apply.
- Early Release/Late Start care is available at some schools according to the school schedule. This information is found in the brochures.
- Summer care is available at various locations, see individual brochures for details. It requires separate registration forms and fees than the school year.

- Financial support for YMCA participation is available based both on the individual's demonstrated ability to pay and the YMCA's ability to fund and provide service.
- The YMCA will not discriminate in enrollment by race, color, religion, sex, disability, creed, national origin, sexual orientation, political persuasion or any other basis prohibited by applicable law.
- We are best able to meet a child's needs when **special needs are identified prior** to enrollment. When families inform us that their child has a special need, we may require a formal meeting with families, site staff, site supervisor, and any support staff. The purpose of the meeting will be to identify the child's needs discuss what would be required for the site to meet the child's needs and to determine if outside resources are needed. Any outside resource staff working with our site shall act as a support for YMCA staff. YMCA staff is the primary care taker; resource staff is present to aid and support the child in integration.
- Children who cannot attend to their own personal care needs are welcome if families provide an individual personal attendant, as may be required.
- Upon enrollment, the first 10 days of attendance are probationary. This period will be used to determine if the site can meet the individual needs of the child either with or without reasonable accommodations, and that doing so will not cause an undue burden on the care of other children or a financial hardship for the program or site, and will not violate licensing requirements.
- Each site is licensed to provide care for a maximum number of children at one time. Enrollment is limited, so a waiting list may be maintained to inform interested parties of vacancies.
- The state licensing guidelines are available for families to review at each program and site as well as online.

For summer care, families are required to complete child care registration forms with all the following information before the child attends site (*Please complete these forms separate from the school year program, along with a separate registration fee. Different fees apply, see each brochure for more details*):

- o YMCA School Age Child Care Registration/Agreement of Terms
 - o YMCA School Age Child Care Payment of Fees Agreement
 - o YMCA of Dane County Child Care Enrollment/Health History/Emergency Care Plan/Immunization Record
- Additional forms are available at each child care site and each YMCA branch location.

Closings/Cancellations:

- If the start of school is delayed, Before School and Late Start programs are cancelled, but After School care will take place. **If school is cancelled or released early, all care is cancelled.** We follow the decision of the individual school districts. School's Out Fun Club may only be cancelled by the decision of the Vice President of Operations of the YMCA.
- If the YMCA is closed all child care is cancelled.
- Staff and administration will attempt to contact families via phone when possible to inform families if a decision is made mid-day by the school district to close or cancel.
- Please see local news for cancellations.
- If the YMCA were to have to close its program, the YMCA will notify the families with as much advance notice.
- In some situations the YMCA may chose to cancel or end child care early if weather is severe.

ACCOUNTABILITY

General accountability procedures:

- Each individual site has an accountability procedure posted on their family board.
- Each site has a roster in which children, families, or teachers will sign in/out by initialing and stating the time children arrive and depart.
- Child care sites open and close at designated times based on licensing regulations and building permits. If a child arrives early or departs late, fines will be assessed. If teachers are unable to contact somebody to pick up the child, Dane County Department of Human Services and the local Police Department may be contacted. The YMCA recognizes the traumatic effect this could have on a child, and we urge families to communicate with staff and make every effort to follow the time schedule for arrival and departure.
- The YMCA of Dane County has a policy in place to ensure all children are accounted for in a timely manner.
- It is each family's responsibility to get their child to and from the YMCA child care site. The YMCA is not responsible for your child until your child has arrived and signed in to the child care program.
- Please inform the site staff prior to the start of program of your child's scheduled arrival time if your child will be late or absent. Failure to report a late arrival or absence will result in a fine.
- All late arrivals and absences should be reported to the child care staff by the child's legal guardian, an authorized person listed on the child's enrollment form.
- Chronic failure to report absences, early drop off, or late pick-up may result in the termination of your child's enrollment.
- All fines are to be paid directly to the YMCA. Fines must be paid within two weeks of the incident. After two weeks a late fee of \$5 will be added to the original fine.
- In case of a separation or divorce, etc. when one parent has custody and the other parent is not allowed to pick up the child, we must have a copy of the court order, before we can deny access to the other parent.

Specific accountability procedures:

After School:

- Upon school release, children are responsible to get to site independently. If a child does not arrive to the YMCA site within 30 minutes of school dismissal, and families have not notified staff of an absence, the staff person will take the following steps:
 - o The staff person will first check in with the school office to see if the child was absent from school.
 - o If the child is still not located the staff person will start to call the child's home, parents/guardians and any emergency contacts available in effort to locate the child.
 - o If the child is still not accounted for the staff person will contact the non-emergency police # in effort to locate the missing child.
- If these steps are taken, families receive one warning and then a fine will be assessed for failure to notify staff of absences from program. Parents/guardians are responsible to notify YMCA staff of absences, not the school staff.
- Failure to notify staff of tardiness or absence may result in termination.

Before School/Late Start/SOFC/Summer Camp:

- Upon entering a YMCA child care site families will sign-in on the rosters, if families do not arrive to drop children off or have not notified staff of arrival time, staff will begin to call families and/or designated contacts within a 30 minutes of the start time.
- If families or designated contacts cannot be reached, the non-emergency police # will be notified of the situation, in effort to locate the missing child.
- Fines will be assessed for failure to notify site staff of late arrivals or absences.
- Failure to notify staff of tardiness or absence may result in termination.

Field Trips/Transportation:

- A staff person will always have a roster, which documents the children in attendance signed in for that day.
- The site accountability procedure will always be in place.
- Upon entering the bus an accountability check will be done, by counting faces and then confirming with rosters to be sure all children are accounted for.
- If the bus makes more than one stop for pick up and/or drop off of children, an accountability check will be done at each stop.
- Upon exiting the bus the staff will again do a face count and be sure accountability procedure is in place. After all children have exited the bus a staff person will check all seats to be sure all children have exited safely with all belongings.
- The bus should not leave until all kids are accounted for.

Swimming:

- The ratio for swimming is 1 staff for every 12 children in the pool area if the children are 7 years of age and older. If the children are 5 and 6 years of age, the ratio is 1 staff for every 6 children.
- Any children interested in swimming in the deep end, must pass a deep water swim test and be at least 7 years old. Children will be given a bracelet and their name and information will be recorded at the facility.
- Staff are assigned a group of children and staff will position themselves at various locations in the pool depending on where and how many children are swimming.
- Children who are 5 and 6 years of age are required to wear a coast guard approved life jacket unless accompanied by parent/guardian or have passed deep water test. Five and six year olds who pass the deep water test will not be required to wear a life jacket, but must stay in the shallow end of the pool.
- In the event of an accident during swimming, the YMCA staff will respond along with lifeguards. Lifeguards at the YMCA and at other locations are trained to be a first responder.

Missing Children:

- If a child leaves the program, a staff person will follow after the child if ratio allows and will contact police if the child cannot be located immediately. If ratio does not allow the police will be contacted immediately.
- If ratio does allow for a staff person to follow the child and the child is not located within 10 minutes the police and families will be notified.
- If a child does run from, or leave the child care site a meeting must be held with the family before the child can attend the site again. This meeting will address the future enrollment of the child.

EMERGENCY PROCEDURES

- No two emergencies are the same. While the various steps and suggested actions outlined in this manual represent sound procedure; staff's own judgment should be the final authority until staff are able to contact their supervisor.
- YMCA policies for emergencies will be followed at site and on field trips as well.
- All sites have emergency numbers posted at the staff center and should be taken on field trips.
- All sites have someone designated to respond within five minutes if an emergency occurs.
- Unfortunately accidents do occur. Some can be prevented but in spite of everything we do know there will always be situations that call for special actions.
- Families will be notified in an emergency situation as soon as reasonably feasible.
- In the event of an emergency, staff will follow the procedures listed below:
 - o Assess the situation rapidly, accurately and remain calm.
 - o Call 911 first, families and all supervisors immediately thereafter.
 - o If feasible, a staff member will meet emergency personnel at the main entrance.
 - o Staff will not leave the victim unattended unless absolutely necessary. (Retrieval of first aid supplies such as gloves, airway masks, bandages, gauze etc., may necessitate leaving briefly.)
 - o Staff will administer the proper first aid, using appropriate personal protective equipment such as airway masks and gloves.
 - o Staff will fill out an accident and/or incident report, no matter how minor the injury appears.
 - o Forms will be completed immediately after the incident, including all required information and details relating to the accident. Staff will give form to the director.
 - o Staff will also enter injuries and accidents in a medication log book as required by State Licensing.
 - o Reports will include all pertinent details as clearly and precisely as possible.
 - o Staff will not attempt to diagnose or place blame; simply tell what happened.
- Staff will only discuss the incident with the Director and all information will be kept confidential. Staff will not discuss with anyone who is not a staff member, except for emergency personnel or licensing, where appropriate.
- Children who have sustained injuries that require first aid will receive a follow-up call from the teacher and/or director.
- Employees who sustain an injury or potential exposure should complete a workers compensation form within 24 hours of the incident and return it to the Director.

Lock-Down:

Intruder inside:

- The Lead Teacher should call out "Lock Down" and call 911. The Lead Teacher should be prepared with flashlights, first aid kits, OSHA kits, children's emergency information, and rosters.
- Staff should then move all children and participants in to a secure lock down area, out of sight from windows and doors. All staff should take the following actions:
 - o Lock all doors, turn off lights and cover interior windows – including door windows.
 - o Keep all children and participants absolutely quiet and as calm as possible.
 - o Remain inside the secure area until the police clear the situation.
- Staff should immediately inform the Director of the situation, giving location, descriptions and the nature of the situation.
- Staff should debrief the situation with the children afterward.

Intruder outside or ordered lock down:

- If an intruder is outside the building, staff should lock all exterior doors, close all shades, and move to a secure location within the building.
- The Lead Teacher should alert all staff and call 911.
- The Lead Teacher should also alert the Assistant Director/Director.
- Staff should try to keep children and participants calm.
- Staff should not let anyone leave the building until police announce that it is all clear.
- Staff should debrief the situation with the children afterward.

Fire Evacuation:

- When the fire alarm sounds, staff should evacuate the building with the children.
- If the fire alarm should go off but staff cannot see the fire, staff will not assume it is a false alarm. Staff's first priority is to get the children out of the building.
- Upon discovery of fire, hazardous spill, or the sound of a fire alarm, all staff and children will take the following actions:
 - o Pull the nearest fire alarm (if not sounding).
 - o Call the fire department – 911.
 - o Employees in the immediate vicinity will attempt to fight the fire with the closest extinguisher – ONLY if there is not a threat of injury. If the fire is out of control, staff will abandon efforts and evacuate the building. All other staff should start evacuation.
 - o Evacuate the building in an orderly manner. Staff should assist children through evacuation routes to assigned meeting space.
 - o Staff should account for all children.
 - o The Lead Teacher should be prepared with flashlights, first aid kits, OSHA kits, children's emergency information, and class rosters, but only if readily accessible.
 - o Staff should leave lights on and close the doors.
 - o Staff and children should assemble to the assigned area outside the building.
 - o The Lead Teacher is responsible for greeting the fire department and directing them to the location of the fire. Upon arrival the fire department is in command. Staff should account for all students while waiting outside, and immediately inform emergency personnel if any child is unaccounted for.
 - o Staff will not allow children or families to re-enter the building until they are given an all-clear signal by the fire department. At this time, staff will re-enter the building first and assume the positions of responsibility before the children resume their activities. Staff should check accountability of children to ensure all children are accounted for.
- An incident report should be filled out immediately and the Director will be notified.
- Evacuation procedures are discussed during training. A plan is posted at each site. Sites are required to perform monthly drills and post fire and safety checklist to be reviewed by where the Fire Marshal can find it. Sites will hold a fire drill and a tornado drill at least once a month during the school year, and once a week in the summer. Lead teachers and directors will train new staff and children about drills when they begin the site.
- As each site practices their drills they sound an alarm and follow the building evacuation procedure.

Severe Weather/Tornado:

- Staff are notified by weather radios or by the Director of severe weather.
- **Watch** – Severe conditions developing – Staff should be alert and ready to end all activities. If a severe weather watch is issued for the Madison area, staff will monitor events very closely, alert all staff of weather conditions and test flashlights.
- **Warning** – Danger imminent – take cover in designated areas.
- When severe weather conditions present an immediate danger, the civil defense sirens are sounded throughout the county, and the following plan is to be put into action immediately:
 - o The Lead Teacher will make an announcement asking all staff and children to move to the designated severe weather shelter and to sit on the floor. The Lead Teacher should bring rosters and emergency contact information, first aid kit, OSHA kit, flashlights, weather radio.
 - o If staff and children are outside they will immediately bring the children inside and proceed to the designated shelter area.
 - o If staff and children are not at site when a tornado siren goes off they will look for immediate shelter where they are.
 - o Staff should remember to stay away from: windows, rooms with high ceilings, and rooms with paneling or plaster walls.
 - o Flashlights, first aid kits, OSHA kits, children’s emergency information, and class rosters should to be brought from each program area to the designated area.
 - o All staff and children should remain in the designated area until an all-clear signal is given by the Lead Teacher. Families may sign out their child, but under no other circumstances can a child leave prior to all clear signal.
 - o If electricity fails, schools may have generators to create minimal back-up lighting until the power returns. Flashlights should be available.

Evacuation Procedure:

- Staff should follow the following steps:
 - o Calmly gather all the children and line them up at the door. Once everyone is lined up, proceed to evacuate the children to the specified location.
 - o Check the bathroom and all site areas to ensure all children have been evacuated.
 - o Staff should have flashlights, first aid kits, OSHA kits, children’s emergency information, and class rosters.
 - o When staff and children gather together staff will account for all children.
 - o Staff will call the Director and let them know the current situation and location.
 - o If a building experiences service loss due to extenuating circumstances, staff will take children to their designated emergency evacuation location.

Loss of Building

- If a building that is licensed for child care is not able to be used the staff should evacuate to the designated locations.
- The YMCA facilities are available if an emergency occurs.
- Families may be notified to pick up their children if the building is not available.

DISMISSAL OF A CHILD

- The YMCA tries to meet the needs of each child enrolled at our programs and sites. The YMCA will make every effort to communicate and work with families if there are concerns. However, the programs and sites do reserve the right to end enrollment of a child. The decision to end enrollment may fall into different categories.
 - o In the event that the YMCA and the family agree that the placement of a child is inappropriate and/or not in the child's best interest, written notification will be waived and the withdrawal date can be set. A refund will be issued.
 - o In the event that the family and the staff are unable to come to a mutually acceptable course of action after identifying and processing a concern, the Director reserves the right to end enrollment of a child. Written notification for the family prior to the withdrawal is not required if the program or site ends enrollment.
- Every effort will be made to work with the child and family to avoid ending enrollment. When ending a child's enrollment is being considered, the program staff along with the directors will initiate a conference, or series of conferences with the family. The situation will be discussed, and plans will be made for solutions, responsibilities, and follow up. Options may include without limitation, daily communication with families regarding progress, having a consultant observe the child, behavior modification plans, schedule change and other necessary steps for the child to be successful at the program or site.
- Factors that may be considered when deciding if the program is an optimal place for a child:
 - o Problematic behavior, including without limitation failure to cooperate with staff, inability to get along with staff, or other children, or threatening, violent, or intimidating behavior.
 - o Child has a hard time adjusting to environment
 - o A lot of demand on staff time
 - o Program or site does not have adequate resources
 - o Continuous disruption of the program or site
 - o Behavior is detrimental emotionally or physically threatening or abusive to the child or others at the program or site.
 - o Destruction of property at the site or on branch buildings will result in a fine and enrollment may be ended.
 - o Staff are unable to meet the child's needs.
 - o Child is not receiving adequate support or aid at the program or site. **(YMCA does not provide one on one care)**
 - o A family fails to meet their obligations set forth by the YMCA including , but not limited to the following reasons:
 - Non payment or persistent late payment of fees.
 - Failure to submit all required enrollment forms.
 - Failure to comply with policies set forth in this manual and the handbook.
 - Failure to meet with staff or to work with staff in a cooperative manner.
 - Lack of communication with staff, directors, billing, registrar administrator, and administration.
 - Disrespectful behavior to staff members.

- If a child has been asked to leave a YMCA program or site for any of the reasons stated above the following must happen in order to pursue re-enrollment:
 - o If it was fee related, families must pay all outstanding fees related to any YMCA program.
 - o Families must show they have the ability to pay or apply for a YMCA scholarship to supplement their fees.
 - o If behavior related, the family must agree to meet, at staff discretion, with the site staff and director to discuss how the situation can be improved to an acceptable level. A behavior contract for the child may be put in place outlining the terms of enrollment.

FEE PAYMENT

Payments are made at the following locations:

- o East YMCA: 711 Cottage Grove Rd. Madison, WI 53716
- o Northeast YMCA: 1470 Don Simon Drive, Sun Prairie, WI 53590
- o West YMCA: 5515 Medical Circle Madison, WI 53719
- A late fee will be assessed for payments received after specified due dates.
- Fees not paid by the specified due dates may result in the child's termination from the program or site. If issues occur and payments cannot be made by the due date, it is the responsibility of the families to contact the director or Billing and Registrar Administrator to set up a schedule that is mutually acceptable.
- The program registration fee is required at the time of registration, which is non refundable. This fee is not applied toward the tuition charges.
- If a child ends enrollment by the choice of the family, a two week written notice is required. It is expected that full tuition be paid without the notice.
- School Age Child Care requires a \$20 charge for changes in enrollment.
- Those in financial need may be eligible for financial assistance through Dane County or a YMCA scholarship. The Director at each branch will handle the application process for the scholarships.
- A fee will be charged for returned checks. The fee will depend on the bank charge.
- There may be additional costs for field trips.
- If a child is absent there is no reduction in fees. Extenuating circumstances may be taken to the director for consideration.
- If a child arrives early or is picked up late families will be charged a fee. Staff will document the incident. If this is a continuing issue a child may be asked to end enrollment at the program or site.
- Families will be charged a fee if they fail to notify the site of their child's absence.
- Sites participate in annual fund-raisers and it is encouraged that families participate.
- Separate fees and registration are required for each of the following:
 - o School year
 - o Summer
 - o No school day/half day care

PERSONNEL POLICY

- Child care positions for the YMCA include Senior Director, Director/Administrator, Assistant Director, Coordinator, Training and Enrichment Coordinator, Program Coordinator, Site Supervisor or Managers, Lead Teacher, Assistant Teacher, and Camp Counselor.
- The YMCA is a not for profit volunteer organization governed by a board of directors.
- All employees receive a copy of their signed job description.
- All employees receive a copy of the YMCA of Dane County, Inc. Personnel Handbook, including information on work conditions, probation, and evaluations.
- All employees go through an 10 hour orientation process within five days of employment, along with a detailed in house training, which covers:
 - o YMCA philosophy and goals
 - o Site policies
 - o State licensing and city accreditation
 - o Communication to include confidentiality
 - o Child Abuse/Neglect, which includes reporting procedures
 - o OSHA procedures and universal precautions
 - o First Aid, CPR, and Epi-Pen
 - o Accountability procedures
 - o Emergency procedures
 - o Children with special needs and specific health care needs
 - o Behavior guidance
 - o Daily schedules, transitions, etc.
 - o Curriculum
- Staff trainings in First Aid, CPR, Blood Borne Pathogens, Child Abuse/Neglect Prevention, and Epi-Pen are kept current.
- All orientation and training is documented. All employees are required to have continuous hours of training on various topics: children with special needs, behavior guidance, curriculum, etc.
 - o Directors and lead teachers receive 25+ hours of training yearly
 - o Assistant Teachers receive 15+ hours of training yearly
 - o Meetings are held weekly to discuss current topics and issues. Trainings are offered each month throughout the year.
 - o Trainings are held on needed topics related to child care.
 - o Staff who work over 20 hours must have 25 hours of continuing education.
 - o Staff who work less than 20 hours, must have 15 hours of continuing education.
 - o Dates, topics, and hours of continuing education are incurred annually, and kept in staff files.
- All assistant teachers must have 40 hours of child development and lead teachers must have 80 hours within 6 months of hire. If teachers do not have these qualifications they cannot be left alone with children. Assistant teachers should never be left alone with children under the age of 8, unless in an emergency situation.
- The YMCA does not provide religious trainings.
- All staff must pass a physical examination and tuberculosis test within thirty days of hire.
- Staff are required to:
 - o Submit a curriculum plan
 - o Attend meetings and trainings

- o Meet state licensing educational requirements
- o Adhere to State Licensing Regulations and City Accreditation Standards
- o Adhere to YMCA Personnel Handbook
- o Be positive role models
- o Guide behavior and keep children safe

Volunteer/Employee Background Checks

- Volunteers are required to follow the same procedures as staff regarding background and criminal history disclosure.
- All volunteers/employees fill out a background information self disclosure and a criminal history request.
- Site staff shall contact center administration as soon as possible but no later than the person's next working day when any of the following occurs:
 - o You have been convicted of a crime.
 - o You have been or are being investigated by law enforcement or any governmental agency for any act, offense, or omission, including an investigation related to the abuse or neglect, or threat of abuse or neglect, to a child.
- The licensee is required to report any of the above situations as it relates to them to BRL as soon as possible, but no later than the person's next working day.
- If a volunteer/employee fills out the form incompletely or inaccurately, the volunteer/employee will be asked to provide a written explanation. The Director along with the Executive Director will review and decide further action. Providing incomplete or inaccurate information is grounds for dismissal.
- If the data on the forms come back saying that the volunteer/employee has a relevant conviction record, the volunteer/employee may be asked to provide written explanation. The YMCA will review all information and determine whether the conviction is in fact substantially related to the person's ability to care for children or to perform the job in which they were hired. This will include referring to the Department of Children and Families (DCF) and possibly consulting with legal counsel. This could lead to dismissal.
- Proper documentation will be prepared and retained in the case of an out-of state residence indicated by the individual within the past three years, an attempt will be made to obtain the out-of state background check and document it.
- If a staff has been convicted of a crime or is being investigated by law enforcements, staff may be suspended or terminated depending on the situation.
- See attached abuse information as relates to staff suspected of abuse/neglect found in appendix.

HEALTH AND SAFETY

- The YMCA provides programs that promote healthy lifestyles for the spirit, mind and body. We strive to provide safe quality child care in all of our programs.
- Staff will assist children in learning and carrying out habits of personal hygiene, and encourage the development of independence and self-help skills. However, staff does not perform diapering or toileting cares except in cases of emergency.
- It is our goal to develop positive attitudes. In keeping with that goal it is our responsibility to help supply children with the correct anatomical names for all body parts. In response to children's curiosity about their bodies, questions are answered in an age appropriate and matter of fact way.

- If a parent/guardian, or authorized person enters a program under the influence of drugs/alcohol and/or is belligerent staff will contact other authorized person to pick up the child. If they are not available or reachable, staff will contact the police.
- Staff and children are trained on proper hand washing procedures.
- All toys and equipment are sanitized with bleach and water as needed. Every site does a thorough cleaning at the beginning, middle and end of the year.
- Wet and soiled clothing will be changed immediately. Families are encouraged to send an extra set of clothing to have in these situations.
- If a child is bitten at site by another child, both families will be contacted and first aid will be administered if appropriate.
- Please refer to attached documents regarding staff training found in the appendix:
 - o Code of Conduct (all employees are trained on this form and sign when understood)
 - o Child Abuse/Neglect information packet
- New staff/substitutes will be informed of children's special health needs through training or orientation, sub notes, communication with current staff, etc.
- The following indications will be documented in a medical log book and reported:
 - o Physical injuries and any other injury constituting bodily harm.
 - o Medication that is taken at site and administered by staff
 - o Suspected abuse and neglect
 - o Accidents and incidents that occur at site and outside of site.

Immunization

- All children are required to fill out health forms and have immunization forms on file by the first day of attendance. Forms are required to be submitted for school year, summer programs, and SOFC.
 - o Immunization requirements are waived upon signature of a physician that the child should not be immunized for health reasons or family check waiver “for personal or religious convictions.”
 - o When children are in the process of being immunized the program or site will request a note from the child’s health care provider saying that the child is on schedule with immunizations and providing the date of scheduled immunization. This note should be attached to the child’s file.
 - o The child who fails to comply with the immunization requirements will be discharged from the site until such time when the immunization requirements are met.
 - o If families choose not to immunize their child(ren) because of “personal or religious convictions” they must complete an immunization waiver.
 - o If a communicable disease is reported, all families will be notified.
 - o If families who have not been immunized are present when a communicable disease is reported, staff will highly recommend those families not to attend until safe.
 - o Staff will make every effort possible to keep children healthy, but it is the families responsibility to make best judgment.

Allergies

- Staff members are trained on how to respond to allergies. All families fill out forms in regards to their child’s health, which includes allergy information. All staff will have an allergy chart that is posted, which lists all known allergies that children and staff have.

- An allergy chart is posted in staff centers at all sites which list allergies for staff and children.
- Families are responsible for providing all medications related to their children's health. Appropriate written instructions should accompany medications.
- Medications kept at schools are not available to YMCA staff.

Illness

- Sites do not keep any medications that are not authorized by families at site.
- Each child is greeted and observed upon arrival. If a child is found to have any signs of an illness: fever, rash, vomiting, etc. family will be contacted for immediate pick-up.
- Children shall be excluded from the program or site when ill. If a child becomes ill at a program an isolation area shall be provided for the care of the child until the family can pick up. If there is not a separate room for the child there should be separate space unused by other children.
- If a child is not able to participate, but is not showing any overt symptoms of illness a staff member should contact the family. The staff person has the authority to make the final decision as to whether the child should be sent home.
- A child with the following symptoms should not be allowed in program until the proper incubation period has passed. If a child is sent home with an illness a child should not return to care until after 24 hours has passed. There is not a reimbursement for the following:
 - o Sore throat
 - o Fever
 - o Lice
 - o Rash
 - o Vomiting
 - o Bacterial diarrhea
 - o Other various illnesses
- If a child has lice or nits they are not able to attend program. If a child has a positive screening for lice, all families will be notified of the lice outbreak.
 - o Families will encourage to get their children checked.
 - o All programs and sites will take proper measures to appropriately clean their location. Cleaning will be done according to the Health Department regulations.
- The child may be readmitted to the program if the family provides a statement from a physician or if the child has been absent for a period of time equal to the longest usual incubation period for the disease.
- When a child is suspected of having a communicable disease or condition such as, but not limited to, chicken pox, german measles, infectious hepatitis, measles, mumps poliomyelitis, lice, ringworm, scarlet fever, whooping cough, diphtheria, or meningitis, the county or public health department shall be notified by the YMCA.
 - o When a diagnosis of a communicable disease is made, all children and families will be notified and made aware of the possibility of exposure. A sign will be posted making families aware with how many cases have been diagnosed.
 - o If a child is diagnosed they will not be able to attend until the department of health gives the okay.
 - o The only time a physicians excuse is not required is if the child has been absent from the program or site for the appropriate amount of time.
- All staff are trained in Blood Borne Pathogens and OSHA annually. In order to prevent transmission of infection, all staff must wear gloves and personal protective equipment while dealing with bodily fluids. After wearing gloves staff should wash hands immediately.

- All staff are trained on how to appropriately dispose of gloves and any OSHA cleanups.
- Families are encouraged to administer medication at home if possible.
- Staff will ask all families to fill out a medical authorization form for bugspray and sunscreen when appropriate during the school year and summer programs.
- Children who require medication to be administered during program must have the following:
 - o Medication in original container, clearly labeled with the child's name, name of medication, dosage, and directions for administering, date prescribed and physicians name. On going prescribed medication must be updated every 3 months by the physician.
 - o Families must fill out an authorization form, which gives staff permission and full instruction for administering medicine. The authorization must include: child's name, names of the medication and condition being treated, medication dosage, times medicine is to be given, duration to be given not to exceed 3 months, families signature, and the date the form was filled out (cough syrups, topical medications also require an authorization)
 - o If a child misses a dosage of medicine, families will be contacted and must authorize further instructions as to when medication can be administered. Staff will document conversation with families.
 - o Medications will be kept in a secure location labeled "medication."
 - o Staff will document in a medication log each time medicine is administered.

Accidents

- If an accident occurs on or off-site in which further medical attention is needed staff will follow these steps:
 - o If serious or life threatening call 911
 - o Administer proper CPR procedures.
 - o In the event of a minor head injury, parents will be informed at pick-up.
 - o In the event of a serious head injury, families will be informed immediately.
 - o Non-life threatening, administer proper first aid, attempt to contact family, if family cannot be reached contact all people given as contacts on the registration forms, and possibly the child's physician.
 - o Staff have training in first aid and CPR. All programs have a first aid kit.
 - o Wounds are only cleaned with soap and water.
 - o Written permission from the family is documented on the registration form, which allows staff to contact child's physician or get further medical attention.
 - o An incident report or accident report is required to be filled out by the staff person who witnessed the situation.
 - o Staff will always document accidents in the medication log book at site.
 - o If an accident occurs and the ambulance is called the child will be transported to the UW Hospital unless otherwise noted by the family on registration forms.
 - o If an accident occurs and further medical attention is needed the Director will be notified and will notify licensing.

CHILD CARE ENVIRONMENT

- We do not have a designated rest time, but do have quiet time available.
- All sites follow a daily schedule, which is posted for families to view on the family board.
- Announcements are an important part of every day, in which the teachers try to promote character development through small and large group discussion.
- The environment will always provide for alternate quiet and active time. Large and small group play is encouraged.
- All sites will be clean and organized at the start and end of each day.
- All sites should keep the indoor temperature at no less than 67 degrees. If the temperature exceeds 80 degrees there will be fans or other means of air circulation available.
- All sites allow for outside time unless there is inclement weather.
- Children are always offered choices. Choices will vary throughout the day. Those children who participate in care all day will be given alternate choices in the morning and afternoon.
- Most sites do not have pets; if a child care center has a pet, parents will be informed.
- Sites make every effort to eliminate children having to wait in lines. The amount of transitions are minimized to the best of staff's abilities.
- The curriculum allows for large and small motor development.
- All sites protect children from fatigue and over stimulation.
- All sites offer healthy snacks which meet state licensing requirements.
- All sites will provide a method of cooling children in extreme heat. If too hot, the children will be taken to the closest YMCA branch to keep cool.
- If temperatures fall below 0° children will not be permitted to play outside.
- Developmentally appropriate activities are provided and planned daily by all staff.
- Curriculum is structured to involve interpersonal relationships of children, identifying feelings, developing self-esteem, self-control, good manners, sharing honesty, and safety. To provide diversity, each child care site does a variety of multicultural, theme related activities. All programs use the YMCA curriculum. School Age Child Care also really focuses on literacy, service learning, and academic enrichment.

FAMILY INVOLVEMENT

- Families are considered an integral part of the child care site. Opportunities for family involvement are always encouraged.
- Staff will talk with families daily about their children and any concerns there may be. Lengthy conversations may need to take place outside of site time.
- Families are expected to interact with staff and other participants positively.
- Staff will encourage families to fill out evaluations, which are available at any time. Staff suggest, and encourage input from families.
- A family board is available at all sites, which has important information for families to view. Program license and compliance statements are posted on the family board for the families to review.
- State Licensing Regulations and City of Madison Accreditation Standards (if applicable) are available on the family table for review.
- All sites offer family nights at least twice a school year and once per summer.
- All sites distribute newsletters and brochures with information relevant to the family.

- All family members are invited to visit site at any time, unless prohibited by court order. The copy of the court order will be on site.
- Families are notified of what their children need to bring daily through telephone conversations and newsletters. All sites offer a variety of activity, so referring to newsletters and personal conversation is helpful in knowing what children need each day.
- Confidentiality is extremely important at all times unless otherwise noted.

NUTRITION

- Staff and children must wash their hands with soap and warm water before and after snack and meals. Anyone working with food will wash hands before preparation or handling.
- Snacks are provided at all programs in the afternoon, sometimes evening as well, depending on site times. SOFC, and summer camp offer a morning snack also.
- Snacks consist of at least two of the following: milk, or milk product, fruit, 100% fruit juice, vegetables, peanut butter, whole grain or enriched bread or cereal. Snacks will all meet USDA child care food program requirements.
- Morning snacks are provided at all East and Northeast programs; full day programs offer a morning and afternoon snack.
- Adequate amounts of food will be available so that second portions are available for children.
- Families are responsible for sending a lunch, whenever necessary each lunch should include 1/3 of the daily nutritional requirement of the child and at least one item from each of the following categories families are responsible for providing the below items:
 - o Meat, poultry, fish, egg, cooked dried peas or beans, cheese or peanut butter, or another protein source (ex. soy).
 - o Two vegetables or 1 vegetable and 1 fruit or 2 fruits.
 - o Cereal or whole grain or enriched bread products.
 - o 2% milk, or substitute beverage, such as soymilk.
- Snack menus are posted weekly. Menus are kept on site for 3 months.
- Cultural and ethnic preferences of children will be taken into consideration through communication with the families. Alternate snacks occasionally may need to be provided by the families.
- Families should notify staff about any allergies their child may have.
- Tables are washed and sanitized before and after snack and meals.
- Snack and meals are always served family style with staff sitting with children to assist. Children are encouraged to serve themselves. This is a great time to promote positive socialization.
- Children should never be denied food nor be forced to eat.
- Families must inform the program if their child requires additional snack in the early morning or late afternoon.
- Snack and meals are purchased at local grocery stores and local food distributors
- Food is stored in clean, dry, ventilated areas.
 - o Perishable food or food products liable to rapid food spoilage shall be continuously maintained at safe temperatures of 40°F or below or 150°F or above, except during necessary periods of preparation and service.
 - o Cold storage facility shall be maintained at 40°F or 0°F or lower for freezer. There should be a thermometer kept in both locations.

- o Food shall be stored at least 8 inches above the floor in the basement storage areas and above the floor in other basement areas in order to provide air circulation and facilitate cleaning.
- o Food should always be stored in such a manner as to prevent contamination by sewage, condensation, leakage or vermin.
- o Staff should empty all trash cans as needed throughout program hours and at the end of every day.
- o Families, children and staff will receive nutritional education through written communication and staff meetings and trainings.
- Limited refrigeration is available at sites.

CHILD GUIDANCE

Child Care Philosophy and Goals

- We at the YMCA are committed to serving families. Our childcare acts as an extension to each family by providing support to both children and families during the program and site hours. YMCA child care provides quality programs for children in healthy, caring and safe environments. Each site attempts to meet the needs of each child's physical, intellectual, emotional and social development.
- YMCA child care follows 13 goals:
 - o Foster development of a good self image.
 - o Encourage children to take responsibility.
 - o Encourage children to develop independence.
 - o Encourage children to learn appropriate behavior in social settings.
 - o Encourage children to deepen respect for themselves, others and their surroundings.
 - o Foster positive relationships between children and families.
 - o Encourage curiosity, creativity, and open expression of ideas.
 - o Offer participation in active learning opportunities according to the children's developmental level and interest.
 - o Reflect the cultural diversity of the families within the program.
 - o Offer participation in active learning opportunities according to the children's developmental level and interest.
 - o Encourage children to become better leaders.
 - o Encourage children to clarify personal values.
 - o Have fun.
- Staff will promote the four core values through positive guidance, redirection, and setting clear limits.
- Redirection of children is used to avoid or diffuse issues.
- Staff will encourage children to solve their own problems when possible.
- In the event a child's behavior is inappropriate, a contract may be established between the child, staff, and family at the discretion of the YMCA, and as a condition of the child's continued participation. Children continuing to act inappropriately may be subject to a suspension and/or termination. The YMCA reserves the right to immediately terminate a child if the safety of children or staff is threatened.
- Staff should be positive role models for the children.
- Staff should be calm, respectful and caring, with all children.

- Staff will promote self-esteem and respect for the right of other through positive guidance and redirection. Expectations for behavior and site use are discussed with the children. Positive reinforcement will be used to encourage appropriate behavior.
- Staff will encourage children to use conflict resolution when having issues.
- Staff will help each child learn how to deal with feelings, self control, and how to be respectful, honest, caring and responsible.
- Guidance will promote self-image and not embarrass a child at any time.
- Logical consequences will be used as a format for guidance. When possible a child that needs to be redirected will be encouraged to resolve conflict with those involved. If a child can not be redirected, they will be encouraged to take a brief break in a safe place, away from other children until they have calmed down.
- Staff will document information related to children's behavior within the site. Staff will document success as well areas of concern.
- A plan will be developed when specific accommodations are to be made by the site. This may include without limitation, the family participation in providing additional resources.
- Child guidance should be a thoughtful process, in which staff will make a decision about the approach that is likely to be most successful. This means that the specific approach may differ depending on a variety of circumstances:
 - o Age of the child
 - o Child's developmental level
 - o Child's maturity
 - o Behavioral patterns
 - o Frequency of occurrence
 - o Nature of the problem
- Depending on the individual child and the circumstances, a variety of child guidance measures may be implemented, including without limitation, the following:
 - o Ignoring may be effective for minor misbehaviors or for attention seeking behavior that does not interfere with others
 - o Logical consequences
 - o Redirection
 - o Review of expectations
 - o Negotiation and mediation, especially in conflicts between children
 - o Discussion involving reflective listening
 - o A brief separation from the group
 - o We do not have time outs, but do use redirection and quiet time.
 - o Behavior contracts outlining both what the staff can do to help the child, and what the child can do to improve the behavior.
 - o Temporary suspension and a meeting between the family and YMCA staff as a condition of the child's return to the child care site.
 - o Termination.
- If at any time a child's behavior is threatening to his/her health and safety, or that of staff or others, a family member may be asked to pick up the child within 20 minutes. If families are uncooperative, an immediate termination may result. A conference may be held with the family and directors as a condition of the child's return to the site.

Disruptive Behavior

- A serious behavior is defined as a child hampering the smooth flow of the site by requiring an extraordinary amount of attention, threatening or inflicting physical or emotional harm on self or others, or is otherwise unable to conform to the rules and guidelines of the site.
- Chronic disruptive behavior is when a child becomes problematic; children experiencing varying difficulties at different stages of their development. While this is quite normal, it is also important that problematic behaviors not be ignored. Generally with cooperative efforts between families and staff, behavioral difficulties become manageable.
- In the event that the family and staff are unable to come to a mutually satisfying course of actions after identifying and processing a problem, the child care director reserves the right to ask families to find alternative care arrangements.
- If a child becomes physically or verbally aggressive while at site, a family member will be called to pick up the child immediately and a meeting will be scheduled with the family and director before the child can return to site. The family member will be asked to sign the Behavior Guideline Agreement when asked to pick up their child for negative behavior.
- If a conflict should occur with a child while at site every effort will be made to positively communicate and resolve the conflict. Persistent issues will result in a meeting with the director and families. If a solution is not agreed upon or families do not cooperate, children may be removed from the program.
- At the family's request a summary report of behaviors will be provided.
- The goal of the YMCA School Age Child Care program is to maintain an environment that ensures the safety and well being of each child. Helping each child succeed in our program will be possible only with a concerted effort between all parties involved.
- It is our goal to model positive communication skills and to assist children in learning how to work through their differences using words rather than actions.
- In the event that a child behaves unacceptably and the safety of self or others is threatened (e.g. by biting, kicking, throwing objects, hitting, harming others etc.), the following guidelines have been developed:
 - If a child behaves unacceptably, the staff will intervene and try to work through the situation. If the child does not cooperate or if the behavior is severe, the parents/guardians will be contacted and are responsible to pick up the child within 20 minutes. If pick up is not within a timely manner, the child is subject to a suspension.
 - A meeting with the Lead Teacher, supervisor, parents/guardians and child will be made to develop a behavior contract with the child. Appropriate behaviors and incentives for maintaining positive behavior will be clearly defined.
 - Children continuing to display unacceptable behaviors may be subject to a suspension according to the seriousness of the incident. Suspension length will be determined by site staff and Child Care Director. In the event of suspension, a meeting with parents/guardians and child care staff is required as a condition of the child's return to the program.
 - Children whose actions lead to more than 1 suspension may be terminated from all YMCA child care programs determined by child care staff and directors.

Toileting

- All school age children are to be toilet-trained unless the lack of toilet training is due to a disability or special needs (and then accompanied by a personal care resource attendant) or special arrangements are made.
- The YMCA cannot provide one on one care including but not limited to diapering and toileting.

TRANSPORTATION

- Whenever the site contracts with a firm for the provision of transportation, the site shall ensure that the firm complies with all applicable requirements of DCF 251 WI Administrative Code in the State Licensing Regulations for group day care centers.
- Children who are transported by YMCA mini-bus who are younger than 8 years, weighing 80 lbs or less will be properly restrained in a child safety seat in accordance with state law.
- When regularly scheduled transportation is provided by the center, the name of each driver, type of license held, the date of expiration of the license, and copy of drivers record shall be on file at the center. When services are contracted, the name, address, and telephone number of the contracting firm and the name of a representative of the firm who may be contacted after hours shall be on file at the center.
- Where applicable, the YMCA will obtain a copy of the staff members driving record and have it on file at the YMCA Association Office.
- All center provided or center-contracted transportation vehicles will be registered by the State of Wisconsin and will be inspected for safety annually.
- The center will maintain a written plan for regularly scheduled transportation of children between pick-up points and the site will include:
 - o A list of children transported and the method of taking daily attendance
 - o The schedule of the transportation route
 - o For regular transportation a transportation agreement will be signed and dated by the parent or guardian.
- The vehicle driver will have an up to date record of all children, as well an address and telephone number where a parent or guardian can be reached for each child being transported, and the name, address, telephone number and relationship of a person to be notified in an emergency.
- Children should not be left unattended in the vehicle.

Lussier Family East YMCA
711 Cottage Grove Road
Madison, WI 53716

Northeast YMCA
1470 Don Simon Drive
Sun Prairie, WI 53590

Lussier Family West YMCA
5515 Medical Circle
Madison, WI 53719

YMCA Financial Assistance Policy

The YMCA of Dane County believes in providing membership and program services to all who desire to participate. The YMCA's Financial Assistance Program, supported in part through contributions to the annual "Strong Kids" Campaign, provides membership and program funding for those in need within our available resources.

Abuse Prevention

Your child's safety is our priority. That is why as part of the YMCA of Dane County established abuse prevention program, background checks and references are completed on all employees and volunteers. To view the YMCA Code of Conduct or to learn more about how the YMCA takes steps to protect children, please contact the Program Director or YMCA Branch Executive.

Your YMCA Membership Offers:

- No long term contracts and two easy ways to pay
 - Membership types to fit your needs
 - Priority Program Registration
 - Free Fitness Foundations Program
 - Free YChild Watch
 - Reduced Fees on Programs
 - Family Events
 - Volunteer Opportunities
 - Programs for the Whole Family
- AWAY (Always Welcome at the YMCA) allows you to use YMCAs around the world.

Teaching Values

Caring • Respect • Honesty • Responsibility

AWAY

The YMCA AWAY policy allows you to use YMCAs around the world for low or no charge.

Experience

Bringing Dane County Families together for over 120 years.

YMCA Mission

The YMCA of Dane County builds strong communities through programs that promote healthy lifestyles for the spirit, mind and body.



www.ymcadanecounty.org

Join • Give • Volunteer

This is NOT a school sponsored activity and the Madison, Monona, Sun Prairie, DeForest, Middleton, Cross Plains, Verona School Districts do not approve, support or endorse this program/activity.