



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **BUILDING BRIGHT FUTURES**

**School Age Child Care Parent Handbook  
PLYMOUTH FAMILY YMCA @  
CANTON CHARTER ACADEMY**

## WELCOME!

Thank you for choosing to place your child at the YMCA @ Canton Charter Academy, where a stimulating learning experience is combined with a safe, secure and comfortable environment. On behalf of the staff, we would like to welcome your family to our center.

## PHILOSOPHY

YMCA Child Care is about the basics in life: trust, caring, learning, comfort and safety. Families trust YMCA Child Care to provide their children with the same things the YMCA has been providing for years: the opportunity to develop a healthy spirit, mind and body. YMCA Child Care is designed to encourage children to build healthy, happy attitudes and to acquire competencies and skills through a variety of work and play experiences. We help children develop a positive self-image, foster a joy of learning, expand understanding and assist children in forming rewarding social relationships.

## YMCA OF METROPOLITAN DETROIT MISSION

To put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all.

## PURPOSE

At the Y our child care programs provide safe, educational and enriching programs for children. Our programs help children to develop physically, emotionally, socially and intellectually. We will promote the character values of caring, honest, respect, and responsibility.

### Activities are planned to:

- Allow children grow personally.
- Implement learning based on Michigan Common Core Standards.
- Help children learn to clarify values.
- Guide children to improve personal and family relationships.
- Encourage children to appreciate diversity.
- Provide children with the opportunity to become leaders and supporters.
- Develop new skills through self-directed choices.
- Teach children about healthy lifestyle choices.
- Allow children to have fun.

## PROGRAM INFORMATION

### PROGRAMS/ACTIVITIES OFFERED

The activities and atmosphere of the programs aim to meet the developmental, academic, physical, emotional, and social needs of the children served. Each YMCA Child Care Site Director develops a specific schedule to meet the particular needs of the children at their site. The program includes all of the following\*:

- Homework Help
- Large Group Activities
- Recreational Time
- Arts and Crafts
- Literacy programs

\*These activities and times/days are subject to change.

### PROGRAM ENVIRONMENTS

**Programs and environments, in keeping with the Principles of Best Practice, are planned to:**

- Recognize and accept each child's individuality and developmental level
- Establish feelings of trust, honesty and security
- Enhance feelings of mutual respect, acceptance, and caring among children and adults
- Encourage positive social interactions through small group experiences
- Allow children to select, plan, and organize their own activities as much as possible
- Encourage safe and appropriate play/discovery experiences
- YMCA staff, volunteers and students have a responsibility to:
- Treat children in a manner that promotes positive behavior aligned with the YMCA Mission and Core Values
- Encourage socially acceptable behaviors such as; cooperation, conflict resolution, respect and inclusiveness
- Closely supervise ALL children at all times in addition to ensuring the emotional and physical safety of each child
- Recognize the need to set and re-define developmentally appropriate expectations and boundaries

## **RATIOS**

Each YMCA child care site is supervised by at least one state licensed child care worker who has special training in early childhood development or education. Our staff ratio never exceeds the state law of 1:18 and strives to achieve the National YMCA recommendation of 1:12.

## **WHAT TO BRING, WHAT NOT TO BRING**

### **Children should bring the following items with them to the YMCA Program:**

- Backpack, homework, and a book to read
- Weather appropriate clothing

### **Students should not bring the following items to the YMCA Programs:**

- Electronic devices (Cell Phones, MP3's, IPODS, PSP, DSi, etc...)
- Personal Toys from home
- Trading Cards (Pokémon, etc.)

The YMCA is not responsible for personal belongings that are lost, stolen, damaged or traded

## **OUTDOOR PLAY WEATHER CONDITIONS**

- The YMCA believes that outdoor play is important for all children.
- We will follow Canton Charter Academy schools policy concerning weather and outdoor play.
- Large motor play will be provided for children in case of extreme weather when outdoor play is not available.

## **PAYMENT POLICY**

Our payment policy provides a way to budget your continuous YMCA Child Care fees on a monthly basis.

- All SACC services are paid for in advance
- Your yearly child care cost will be added up and divided into 10 equal installments
- In determining the fees for service, all scheduled no school days have been deducted from the total
- Bills are due on the 25th of each month, a \$10 late fee, per billing cycle, will be applied to accounts not paid by the 1st of the following month
- If bill is not paid in full by the 5th of the month child care will be suspended until the balance is paid.

## **ELECTRONIC TRANSFER OF FUNDS**

The YMCA encourages the use of Electronic Funds Transfer (EFT). This will allow us to automatically withdraw payments directly from your credit/debit card, checking, or savings account. If interested please let us know so we can provide you with the proper paper work.

## **RETURNED PAYMENTS**

A fee may be assessed to cover the costs related to any payment returned for non-sufficient funds. If a family has two or more payments returned for insufficient funds within a contract period, the family may be asked to pay in the form of cash or money order.

## **FINANCIAL ASSISTANCE**

At the Y, we believe safe and welcoming child care should be available to all people. Through the generosity of donors, we are able to provide programs and services to those who may not otherwise be able to participate. Financial assistance is available to help those in need. If you or someone you know, needs financial assistance please visit the Plymouth Family YMCA and inquire at the Courtesy Counter.

We are designated by the state of Michigan Department of Human Services as an approved Child Care Provider and are able to accept DHS payments towards your child's tuition.

## **EMERGENCY CARE**

We understand that child care emergencies (i.e. days not covered by your contract) do arise. We may accommodate you provided we have available space on the day/time in question. Please contact the SACC Director at 734-453-2904 for more information.

## **INCLEMENT WEATHER & OTHER SCHOOL EMERGENCIES**

Credits will NOT be given for cancelled days due to circumstances beyond our control. If school is canceled due to an unforeseen emergency, the YMCA will not provide care during the hours the school is closed.

## **LATE PICK-UP**

Our program closes at 6:00pm. If your child has not been picked up by 6:00pm and you have not contacted the staff, the following action will take place:

- Staff will try to contact the parents to determine arrival time.
- If contact can't be made, the staff will contact the alternate adults on the child's enrollment form to arrange pick-up.
- If, after 30 minutes, no contact can be made with a responsible adult, staff will call the local police.

**Parents/guardians will be charged \$1.00, per child, per minute for the first 10 minutes and \$2.00, per child, per minute each additional minute that a child is left in YMCA care after 6:00pm; this charge begins at 6:01pm and will be added to your next invoice.**

## **HALF DAYS**

Half days are NOT included in your Child Care Contract. Additional charges and registration forms are required.

## **STUDENT ABSENCES**

We do not deduct any absences, including school suspension, from your fee. Your fee pays for the direct operational costs of the program. When you enroll and sign up for specific days, you are reserving the time, space, staff, and provisions for your child whether s/he attends or not. For individual extenuating circumstances, arrangements can be discussed with the SACC Director.

## **ENROLLMENT**

All children enrolled in the in YMCA SACC programs must have a completed enrollment packet and a signed Child Care Contract Usage Form on file. Upon signing this agreement, the parent is held responsible for all charges detailed in the agreement. Any changes in the enrollment agreement must be in writing with 14 day notice.

## **WITHDRAWAL PROCEDURES**

If a parent wishes to withdraw a child from the program there must be a 14-day written notice presented to the Plymouth Family YMCA. You will be responsible for any fees up to the 14th day.

# **STAFFING**

Program quality starts with great staff. Children will be supervised at all times by trained YMCA staff.

## **All site staff:**

- Meet state Child Care Licensing standards, i.e., experience within licensed child care setting, or child recreation program
- Undergo a background and criminal history check
- Undergo pre-employment and random drug testing
- Complete child safe training (child abuse awareness and prevention program)
- Receive continuous education and training
- Have current CPR and first aid certifications
- Are held to the YMCA high standard of conduct

## **All volunteers:**

- Undergo a background and criminal history check
- Complete a child safe training (child abuse awareness and prevention program)
- Are always under the supervision of YMCA staff members

## **EMPLOYEE POLICY**

The YMCA of Metropolitan Detroit has a policy that prohibits staff relating to children who participate in the YMCA programs outside of scheduled YMCA activities. This includes, but is not limited to, babysitting, social outings and phone conversations.

# ATTENDANCE INFORMATION

## HOURS/DATES OF OPERATION

YMCA provides care during the school year, according to the Canton Charter Academy school year calendar.

Before school care ends at the start of school and after school care begins after school gets out.

Before School Care: 7:00am - 8:10am  
After School Care: 3:25pm - 6:00pm

## ARRIVAL AND DEPARTURE

- Upon arrival, the parent/guardian must escort the child into the YMCA center
- Note the time and initial the sign in sheet
- Escort the child to their group
- At pick up, the parent/guardian must note the time and initial the sign-out sheet
- Escort the child out of the YMCA center
- Anyone picking up a child may be asked to show picture identification
- Upon arrival and departure, a staff person will greet each child

Please be aware that it is a requirement of the State of Michigan Child Day Care Licensing Rules that all families adhere to the above drop off and pick up requirements.

## EMERGENCY RELEASE

Only individuals listed on the enrollment form will be allowed to pick up your child/children. In an emergent situation parents may need to send someone to pick up the child who is not on the list. The center staff must have written authorization and this person must present a valid driver's license before the release of the child. For release permission, parents should make every attempt to put all possible adults and their phone numbers on the enrollment information.

## CUSTODY AGREEMENTS

If there are any issues regarding custody or restraining orders issued against any primary guardian or immediate relative of the child(ren) enrolled, a copy of those arrangements must be on file at the center. If these orders are not on file, the center can release the child to either parent. The custodial parent and proper authorities will be notified in case any issues or concerns relating to the arrangements on file arise.

## ABSENT CHILD/"NO SHOW" PROCEDURE FOR SCHOOL AGE CHILDREN AFTER SCHOOL

**The staff will take attendance upon children's arrival to the program. If a child who is expected to be in attendance at the center (from school or another program) does not arrive and the parent does not provide a verbal or written note, then the following procedure is followed:**

- The school office may be contacted regarding attendance at school
- If the school has no information, an immediate follow-up call is made to the parent or guardian
- If the parent is not accessible, after 30 minutes, the staff may make contact with emergency numbers for verification of the child's location.

## SCHOOL ARRIVAL

Once a child is dropped off at school at the appropriate location by the YMCA, or is dismissed from the morning YMCA program to go to their classroom, the YMCA is no longer responsible for the supervision of the child.

# MANAGEMENT POLICY

## PHILOSOPHY

The YMCA strives to create a positive environment for all families and their children. In cases whereby a child or a family member's behavior is not aligned with the YMCA Core Values of respect, responsibility, caring and honesty or a child/family member's behavior compromises the safety and security of other participants, the YMCA reserves the right to withdraw the family from child care services.

## METHOD

We will value mistakes as learning opportunities, and patiently remind the children of the rules and why they are important. We will guide children to resolve conflicts and model problem solving skills that will encourage eventual internalization of self-control. In addition, children will be given the opportunity to share their feelings and frustrations with an attentive adult. Inappropriate behavior will be directed to an acceptable activity. If necessary and successful, behavior modification may be used such as stickers, awards, stamps etc. The center's methods of management and guidance apply to all employees of the center. Staff will avoid the use of competitive situations, comparative remarks, threats, physical punishments, shaming or labeling children. At no time will delegation of discipline from another child will be allowed. Children will not be deprived of meals, snacks, rest or necessary toilet use as a source of punishment, nor will any child be confined in an enclosed area.

## **POSSESSION OF A WEAPON**

A weapon includes guns, pellet guns, knives, pocket knives or club type implements. It may also include a toy that is presented as a real weapon or reacted to as a real weapon or any object converted from its original use to an object used to threaten or injure another person.

If a child brings a weapon to, or uses a weapon at, any YMCA Child Care site, the following actions will happen:

When appropriate, the YMCA staff will take the weapon away from the child. The school administration will be notified and the school discipline policy will be followed.

## **REMOVAL FROM PROGRAM**

**The YMCA reserves the right to remove a child from our programs for any of the following reasons:**

- Chronic failure of the parent/guardian to pick up child from program on time.
- Failure of parent or guardian to pay fees as outlined in this manual.
- The child's needs are not being met in our small or large group setting.
- The child is a safety threat to himself/herself, other children or YMCA staff.
- This includes behavior such as fighting, striking others, biting and wandering away from the program.

**In the event of repeated inappropriate behavior by a child, any of the following actions may be taken:**

- An FYI or Behavior report will be completed and shared with the parent/guardian
- A conference is held with the parent/guardian to discuss how the parents/guardian can participate in resolving the situation.
- Additional resources may be provided or suggested for the family.
- Temporary suspension from the program. (payment credits will NOT be given)
- Permanent withdrawal from the program.

## **CARING FOR CHILDREN WITH SPECIAL NEEDS**

We believe it is important to create an inclusive child care setting responsive to children with special needs who can be cared for in a group setting.

To fulfill the mission of the YMCA, guidelines for children with special needs have been developed to insure that the needs of all children are met, program quality is maintained and the safety of the children is never compromised.

**The procedure/requirements for enrolling a child with special needs is as follows:**

- Prior to a child with special needs attending the program, the SACC director will meet with the child and his/her parents or guardians. The meeting is for parents/guardians to offer suggestions for care of their child. Parents/guardians will be responsible to share what they know about their child's disability. The child will have the opportunity to become familiar with the program setting. In addition to the usual YMCA orientation materials, a "Child Health Care Plan" form must also be completed.
- The child with special needs must be able to be safely supervised in a group setting.
- We maintain the ratios prescribed by the state of Michigan Child Care Licensing as listed in this handbook.
- The child has not yet reached the chronological age limit of the program. Children reaching the program age limit during the school year will be served until the end of the school year.
- The SACC director will share information from the meetings with staff who will be caring for the child.

# EMERGENCIES AND ILLNESS

## **Additional resources are needed when:**

- YMCA staff or the parents/guardians observe the child exhibiting behaviors (fighting, striking others, wandering away from the program) which cause him/her to be a safety threat to himself/herself, other children or YMCA staff.
- The child exhibits signs of extreme emotional stress or frustration.
- The child's behavior is so disruptive that it interferes with the program operation and safety on a regular basis.
- The child is not successfully being cared for in a group setting.
- The family may be asked not to send their child to the program until a meeting has taken place and new accommodations are ready to be implemented. The appropriate YMCA staff, parents/guardians and individuals the parents/guardians would like to invite (teacher, case manager) will meet to share their concerns and observations and try to work together to develop a plan on reasonable accommodations. Brainstorming ideas and strategies with parents may result in a plan that may include one or more of the following:
  - Contacting the child's teacher, case manager or inclusion specialist to observe the child and make accommodation recommendations to staff and parents.
  - Re-examining the group child care environment.
  - Putting together a favorite box of toys for the child.
  - Provide additional training for the staff.

Parents will be kept updated by the staff with written incident and behavior reports. Parents are encouraged to visit and observe the program at any time. Conferences are available at the request of parents or staff.

If there are still difficulties after implementing the program accommodations, the Site Director will meet with the parents to share their concerns. They will also inform the appropriate YMCA staff. If it is necessary to disenroll a child from the program, parents will be notified following the procedures outlined in this manual.

## **ACCIDENT/INJURY PLAN**

**An FYI report will be completed by the child care staff member and a copy provided to parent, when the following occur:**

- An illness, accident, or injury which requires first aid treatment; or
- A bump or blow to the head; or
- Emergency transportation; or
- An unusual or unexpected event which jeopardizes the safety of children or staff, such as, a child leaving the center unattended.

**In case of severe emergency or accident a trained staff member will:**

- Administer First-aid
- Contact the parent/guardian immediately and/or call emergency medical transportation if the situation warrants.
- Stay with the child until released to the parent or emergency medical transportation.
- If parents cannot be reached then the other names on the emergency paperwork will be called until a designated person is contacted.
- Complete incident/FYI report and submit to appropriate departments
- Provide parents with a copy of the FYI report.

Staff not attending to the injured child will move other students away from the scene to a safe location, keep students calm, and continue on with plans as much as possible.

## **SAFETY AND INSURANCE**

While in our program, every precaution is taken to assure your child has a safe and fun experience. If an accident should occur while your child is in the program, please note that the YMCA does not furnish accident insurance. All medical bills are the responsibility of the child's parent or guardian.

## MANAGEMENT OF ILLNESS

### The symptoms for which a child shall be sent home:

- Temperature of 100° F within the past 24 hours.
- Diarrhea (3 or more abnormally loose stools within a 24 hour period)/or vomiting.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Severe cold with yellow or green discharge from nose and/or eyes.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and/or grey or white stools.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestation.
- Sore throat or difficulty in swallowing.
- If the child is well enough to attend school, they may return to the YMCA program. If the child had a communicable disease, a return note from the physician may be requested.

Please call 734-453-2904 to report that your child has been diagnosed with a contagious disease. The YMCA staff will post communicable disease fact sheets as necessary.

### If a child becomes ill while in our program, the following steps will be taken:

- Child will be isolated from the other children
- Staff will notify the parent to come and pick up the child within 1 hour of the initial phone call from the YMCA staff.

## MEDICATION

### If medically necessary, medication will be administered under the following conditions:

- Parent/guardian must fill out proper YMCA medication form and sign the medication log.
- All medicine will be kept locked in a secure place.
- Medicine must be brought in by a parent in the original container.
- The prescription must have, the pharmacy's name, doctor's name, child's name, and exact dosage dispenser must accompany the medication. If liquid, an exact dosage dispenser must accompany the medication.
- A written record will be kept of all such administration.

## HAND WASHING FOR CHILDREN AND STAFF

### All staff will wash their hands at the following times:

- When moving from one child care group to another and whenever they are dirty
- Before and after: eating, handling food, and giving medication
- After: using the restroom, coming in contact with bodily fluids, wiping noses, mouths, and sores; and coming in from outdoors

### All students will wash their hands at the following times:

- Whenever they are dirty
- Before and after eating, handling food
- After using the restroom, coming in from outdoors, and wiping/blowing their nose
- Hand washing will occur using the following steps:
- Use soap and running water
- Rub your hands vigorously
- Wash all surfaces (including backs of hands wrists between fingers, and under fingernails
- Rinse well
- Dry hands with a paper towel
- Turn off water using a paper towel instead of bare hand



## **CLEANING/SANITIZING EQUIPMENT/TOYS/WORK SURFACES**

Equipment that is frequently used or touched by children must be cleaned and disinfected immediately, when soiled, as well as cleaned once a week.

### **The following procedures will be used to clean:**

- Submerge, wipe, or spray surface or the article with a sanitizing solution of 1 tablespoon of non-scented chlorine bleach to 1 quart of water
- Let sit for 2 minutes
- Wipe surface or article with a paper towel or let air dry

## **PARENT PARTICIPATION**

### **PARENT CONFERENCES**

Conferences may be scheduled to discuss your child's progress, social, behavior and physical needs, or any other pertinent matter. Parents are free to request a conference with the child's group leader or site director at anytime.

### **PARENT VISITATION**

Any custodial parent or guardian of a child enrolled in our program shall be permitted unlimited access to the center during its hours of operation for the purpose of contacting their children, evaluating the care provided by the center, or evaluating the premises, visitation by parent/guardian shall not be a disruption to the Child Care program. Upon entering the premises, the custodial parent or guardian shall notify the SACC director of his/her presence.

### **PHONE USAGE**

Children may not have a cell phone in the YMCA School Age Child Care Program. Children may not receive phone calls except in emergency situations. The phone is for emergency and staff use only, children will not be permitted to use the phone unless it is an emergency.

### **ANNUAL NOTIFICATION OF INTEGRATED PEST MANAGEMENT**

In compliance with licensing rule R400.5940 (9a, 9b) families will receive advance notice in the event that it is necessary to apply a pesticide. We will notify all families through written posting located with the parent sign out sheet. Posting will be made available to us from the school district with specific details as they relate to date of application, type of pesticide, explanation for application, location, and the contact person for families seeking additional information.

# **SITE INFORMATION**

## **CONTACT NUMBERS**

734-453-2904

## **SITE HOURS AND LOCATION**

7:00am - 8:10am

3:25pm - 6:00pm

## **DROP IN CARE**

Drop in care is not available. Please call the Plymouth YMCA to inquire about enrollment.

## **NO SCHOOL CARE**

No School care may be provided based on enrollment numbers. Please call the Plymouth YMCA for more information. 734-453-2904

## **FOOD**

An afternoon snack will be provided.



# Parent/Participant Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

## WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If a participant reports **one or more** symptoms of concussion listed below after a bump, blow, or jolt to

### Did You Know?

- Most concussions occur *without* loss of consciousness.
- Participants who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it’s OK to return to play.

SIGNS OBSERVED BY STAFF	SYMPTOMS REPORTED BY PARTICIPANTS
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness ( <i>even briefly</i> )	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can’t recall events <i>prior</i> to hit or fall	Confusion
Can’t recall events <i>after</i> hit or fall	Just not “feeling right” or “feeling down”

## CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A participant should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

## WHY SHOULD A PARTICIPANT REPORT THEIR SYMPTOMS?

If a participant has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young participants can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

It's better to miss one game than the whole season. For more information on concussions, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

### *Remember*

Concussions affect people differently. While most participants with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

## WHAT SHOULD YOU DO IF YOU THINK YOUR PARTICIPANT HAS A CONCUSSION?

If you suspect that a participant has a concussion, remove the participant from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the participant out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping a participant recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

