



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

# **PLAY LEARN GROW**

**GSRP Parent Handbook  
BOLL FAMILY YMCA  
GREAT START READINESS PROGRAM\***

**BOLL FAMILY YMCA**

1401 Broadway Detroit, Michigan 48226

P 313.309.9622 [ymcadetroit.org/boll](http://ymcadetroit.org/boll)

\*Developed under a grant awarded by the Michigan Department of Education



**WELCOME!**

Thank you for choosing to place your child at the Boll Family Great Start Readiness Program, 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 classroom. We look forward to working together with you.

**PHILOSOPHY:**

The Boll Family Great Start Readiness Program is about the basics in life: trust, caring, learning, comfort and safety and to provide a secure and engaging environment which supports success in kindergarten and beyond by empowering young children to develop socially, emotionally, cognitively and physically.

The Boll Family believes individual children develop best in a classroom that has active learning experiences. Teaching staff work to build confidence in all children to establish a solid foundation at their own developmental level.

We foster relationships with families and community partners to enrich each child emotional and social development.

**CURRICULUM:**

Boll Family Great Start Readiness Program provides a quality educational program that has a wide variety of development levels and ability by following the HighScope curriculum. In the HighScope curriculum, adults and children are partners in learning. Through active participatory learning, young children construct their knowledge of the world-finding out how the world works through their own direct experience with people, objects, materials, events, and ideas. More information about the HighScope curriculum can be found at [www.highscope.org](http://www.highscope.org)

**SCHEDULE OF OPERATIONS:**

- Boll Family Great Start Readiness Program will follow the Detroit Public School school calendar for center closings. Weather closing will be determined by the YMCA. Families will received notification via phone and through the School Closing Media Alliance.

- Boll Family Great Start Readiness Program teaching staff will have various days off for Professional Development training- families will be notified of these days in written form prior to the training dates.
- Classes are offered: Monday-Thursday, 8:00 am-3:00 pm

**ARRIVAL/DEPARTURE:**

Parents must always accompany their children into the Center. Before you leave your child make sure a teacher acknowledges your child is in th classroom

An attendance sheet will be in the child’s classroom where parents will note the time of arrival and initial (sign) this information. When the child is picked up, the same information will be noted. No child will be released to a parent/guardian unless they come in to the center or to a person not noted on the child’s information card. If someone other than a parent/guardian or authorized person is to pick up a child, parents must notify the center staff of this change in writing.

Additionally, anyone who is picking up your child will be asked to present picture identification each time. Please ask anyone who is picking up your child to ensure they have picture identification with them. If custody is an issue, we must have a notarized court order on file indicating the custody arrangements.

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 noted drop off and pick up requirements.

**RELEASING YOUR CHILD**

PLEASE NOTE: The GSRP classroom ends promptly at 3:00 pm. It is your responsibility to arrive 5-10 minutes early to sign out your child. Our normal procedure is to release the child only to his or her parents or someone else the parent’s designate. If someone other than the parent is to pick the child up, please notify us ahead of time.

A verbal notice is fine on that day if this person is on the emergency contact list, if the person is not on that list, we must have written permission to release your child.

This person must be at least 18 years of age.

The emergency contact list you are required to complete designates who may pick the child up if there is an emergency and you cannot contact us. (Yellow form) Please make sure those listed are persons with whom you would allow your child to leave with, if that person showed up at our door and said, "I need to take Johnny with me." Those on the list should also be people we could call in the event

something happened and you did not show up to pick up your child. We will ask for identification. We do not mean to offend them. This is simply a measure taken for the child's protection

**DEVELOPMENTAL SCREENING:**

Boll Family Great Start Readiness Program utilizes the Ages & Stages Questionnaire, a developmental screening tool to assess children's skills in different developmental areas. Each child is screened twice a year to monitor developmental progress. If concerns are noted, teachers will refer children for further diagnostics screening. Parents are notified for referrals and a signed parental consent is required.

**CHILD ASSESSMENT INFORMATION:**

Boll Family Great Start Readiness Program utilizes HighScope child assessment tool: COR Advantage. This assessment tool is an observation-based instrument providing systematic assessment of young children's knowledge and abilities in all areas of development. Teachers will complete assessments twice a year for each child. This information will be shared with the parents at parent-teacher conferences.

**FAMILY SUPPORT:**

Boll Family Great Start Readiness Program will implement and organized a Parent Advisory Committee. The committee will work with families in need to connect them to resources and help organize family events and classroom visitors.

**ELIGIBILITY:**

The G.S.R.P. is Michigan state funded preschool program for four year old children with factors which may place them at risk for future educational risk. The program is administered by the Michigan Department of Education (MDE) at no cost to families that qualify.

**ENROLLMENT AND WITHDRAWAL:**

Children are admitted into the Boll Family YMCA GSRP on the basis of age and risk factors. All applications and information will be reviewed and the information obtained from the application process will be used to determine placement. All information received will be kept confidential.

**Placement is based on need (determined by qualifying factors) not on first come-first serve basis.**

Those children not accepted in the first round of enrollment will be placed on a waiting list for consideration should program openings occur.

- No child will be discriminated against because of race, national origin, sex or disability
- **Immunizations and Health appraisals must be on file for the child to attend. No exceptions can be made.**
  - **Failure to comply** with State of Michigan immunization requirements will result in the suspension and/or termination of your child from YMCA and GSRP programs.
  - Licensing requires that ALL sections of all forms be completely filled in. N/A
- Please notify the Boll Family Great Start Readiness Program office in writing if withdrawing your child from our program.

**CONFIDENTIALITY POLICY:**

All information obtained by Boll Family Great Start Readiness Program will remain confidential and not be disclosed to parties other than G.S.R.P. staff members, Wayne RESA and the Michigan Department of Education without prior written consent of parent(s).

**HOME VISITS:**

G.S.R.P program requires that teachers visit your home twice a year. These visits will take place in the fall and in early spring. The goal of a home visit is to enhance your child's education by providing individualized time with each family. Each home visit will be scheduled in advance.

(home visits cont.)

Home visits are intended to build relationships and to provide a supportive environment for children and families.

**PARENT INVOLVEMENT:**

Children who are successful in school have strong and positive connection between family, school, and community. Parent involvement in the learning process strengthens learning at home and is linked to positive connections child outcomes.

(parent involvement cont.)

We encouraged parents to be involved by:

- Volunteering in the classroom
- Attending parent meetings/ workshops
- Serving on the Advisory Committee
- Sharing skills, talents, and interest with the class

**DISCIPLINE POLICY:**

Boll Family Great Start Readiness Program staff supports children as they begin to understand their behavior choices and learn acceptable ways of interaction with others. The discipline approach encourages self-, self-direction, self-esteem, and spirit of cooperation. Disciplinary methods include: encouragement and positive re-enforcement, leading to appropriate behavior.

**CHILD ABUSE POLICY:**

The Child Protective Service Act is designed to protect the welfare of all children. Under the act, our employees are considered **MANDATED REPORTERS and are required by law**, to report any suspicion of abuse or neglect to the appropriate authorities. Under the Act, **MANDATED REPORTERS** can be criminally responsible if they fail to report suspected abuse or neglect. Mandated Reporters are not required to discuss their suspicions with parents before reporting the matter, nor are they required to investigate the cause of any suspicious marks, behavior, or condition before making a report. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

**DAILY SCHEDULE:**

Boll Family Great Start Readiness Program follows the HighScope curriculum. Some aspects of the curriculum are outlined below. A daily schedule will be provided to each family.

**TEAM TEACHING:**

In team teaching, each staff member is fully engaged in planning curriculum, implementing both indoors and outdoors, child assessment and support family engagement through home visits, conferences, and parent meetings. The work is collaboratively shared

### ❖ **LARGE GROUP TIME:**

At large group time, the whole group of children and adults gather for playing games, singing, dancing or playing musical instruments. Large group time provides an opportunity for each child to participate in a large group, sharing and demonstrating his/her ideas and trying out and imitating the ideas of others. He/she can sometimes be a leader or a follower. This provides an opportunity for children to learn the social skills of imitation, turn taking, listening to others, and group efforts. Adults assist children during large group time by sitting near them, making sure they understand how they can participate and encouraging them to share their own ideas.

### ❖ **SMALL GROUP TIME:**

During small group time, each adult meets with 8 children to work on the activities planned by the team, to provide some of the key experiences of cognitive growth. Adults plan Small Group activities around the interests and abilities of the children allowing for individual ideas and differences.

They use this time to observe children, expose them to new materials, and give them a chance to find new ways of using materials they already know.

### ❖ **PLANNING TIME:**

At Planning Time, adults and children meet together to talk about what each child wants to do and how the child might go about doing it. Children decide for themselves how they will use their work time and the adult encourages the child to say or demonstrate what he /she would like to do. The adult helps them learn how to identify choices for themselves. Children who plan for themselves see that they can make things happen. They begin to view themselves as people who can decide and who can act on their own decisions.

### ❖ **WORK TIME:**

Work Time is the heart of the preschool day. The children may use the entire classroom to explore, learn new skills, try out ideas and put together what they make sense to them. Adults move among the children, observing and helping as needed. During Work Time, a child and adult may work together on various skills such as fine/gross motor activities or identifying numbers, colors, letters or shapes.

### ❖ **CLEAN UP TIME:**

During Clean up Time, children put away the toys and materials they have been using. They may also wipe tables, wash paint brushes, jars and sweep the floors. As they sort, pile, stack, empty, and fit together

materials as they clean, they learn where things go and that similar things go together. This helps them begin to understand the system for finding things they need. The symbols on the shelves stand for real objects, a realization necessary for reading. Sorting things, putting materials back and cleaning up also helps children see that clean-up is a part of any activity. Adults warn the children toward the end of Work Time by giving a 5 minute warning; this allows the children to finish up their projects. This gives them a clear and consistent signal that Clean Up has begun, defining specific individual tasks for children who are having difficulty understanding what constitutes Clean Up and assisting in Clean Up activities

#### ❖ **RECALL TIME:**

Recall Time gives children the opportunity to remember and represent what they did during Work Time. By looking back at what they have done, children can start to see the relationship between their plans and their activities and can develop more awareness of their own actions and ideas. In the process of recalling, children attach language to their actions. Talking about, recalling and representing their actions help children evaluate and learn from their experiences. Recalling in a small group helps them get ideas from each other about things they might like to try.

**Please remember to label all materials sent to the classroom**

#### ❖ **REST TIME:**

As a state licensed program, we are required to have quiet/rest time. The children are not forced to sleep but they must lie quietly on their cots for the entire rest period. Books, crayons and other quiet toys will be provided to those who do not sleep. The program will provide mats, a small blanket and a sheet. **These items will be laundered weekly by the YMCA.**

#### ❖ **OUTSIDE TIME:**

Outside Time is when children can run, jump, skip, climb, slide, and dig ECT. Aside from the obvious advantages to their health, the main rationale for Outside Time is less constricted and intense than work time.

### **OUTDOOR PLAY POLICY**

Your child will go outside every day. Please make sure your child is dressed in clothing that is appropriate for the weather conditions. We do go outside in the snow, so please dress your child in appropriate clothing such as mittens, boots, and snow pants.



**If your child is too sick to play outside and play he/she is then too sick to come to school**

## **APPROPRIATE CLOTHING /OUTDOOR TIME**

Outdoor time is considered an integral part of our daily program. All children will be expected to go outside every day unless it is very cold (25 degrees or a negative wind chill factor or raining.) Please ensure that your child is dressed appropriately for the weather. It is assumed that if the child is well enough to attend the CDC, s/he is well enough to be outside.

Additionally, please keep in mind that our days are active and although we do our best to protect your child's clothing, there will be times when a child gets paint, glue etc. on their clothing. Please keep this in mind, as the Center cannot be held responsible for damaged clothing. It is a good idea to provide your child with additional clothing. Please label all your belongings to ensure that all items may be returned to their owner.

### **Helpful Hints:**

To ensure that your child has a pleasant experience, here are some helpful hints to make transitions easier.

- ❖ Please dress your child appropriately for the season:
  - Colder seasons: please provide scarves, mittens, hats & boots (winter time we do go outside daily)
  - Warmer seasons: No sandals, flip flops or open toed shoes, (children play outside daily)
- ❖ Children play hard, so please have an extra pair of clothes (include : underwear, & socks)
- ❖ LEAVE YOUR CHILD'S PERSONAL TOYS or BOOKS AT HOME. They can be lost or damaged and can create a disturbance in the classroom

## **INJURIES AND OTHER EMERGENCIES**

Minor cuts and abrasions suffered while at the center will receive proper care -- specifically, they will be washed with soap and warm water and properly bandaged. Treatment will be logged and we will tell you how and when the injury occurred. We are also required to log any injuries we observe on your child which have occurred outside of our care.

If a medical emergency arises, we will try to contact a parent first, unless doing so endangers the child's life. In that case we will take necessary steps, putting the child first (calling hospital, doctor, poison control, etc.). If need be, we will take your child to the nearest hospital first, then try to call you when we arrive. If a parent is unable to be reached, we will keep trying until he or she is available. In the event of a fire, we would evacuate the building immediately and gather at designated fire gathering areas.

This will be practiced monthly so the children are familiar with what to do. If severe weather arises and a tornado alert is issued, toddlers will proceed to the green room and preschoolers to the lower level in hall outside of locker rooms where the children will crouch and cover their heads.

### **ACCIDENT/EMERGENCY PROCEDURE**

In case of an emergency, accident or injury:

- ❖ Staff member A stays with child
- ❖ Staff member B goes for help
  1. First Aid
  2. CPR
  3. Call 911 if needed
  4. Contact parent/family member on Information Form
  5. Contact program supervise

### **MEDICATION POLICY**

You must fill out a Medication form and have it signed by the child's physician before any medication can be administered to your child. Forms are available from your physician.

- ❖ Medication must be in original bottle labeled with the date of prescription, student's name, and exact dosage will be administered to the child
- ❖ We do not allow students to store medication in their pockets or backpacks

### **ILLNESS/EXCLUSION POLICY:**

#### **❖ SICK STAFF/VOLUNTEER/CHILD**

At the YMCA, it is the policy of the center to temporarily exclude

children, staff, and volunteers from care who may be infectious or who demonstrate physical symptoms that medical care. In order to meet the needs of the center we ask that families, staff, and volunteers adhere to the following guidelines for exclusion:

- Fever over 100.1 degrees
- Vomiting or diarrhea within the past 24 hours.
- Excessive cough and/or nasal discharge (green or yellow in color) or excessive necessity to wipe nasal discharge.
- Eye discharge (conjunctivitis is extremely contagious)
- Any unidentified rash.

If a child, staff, or volunteer becomes ill during the day arrangements will be made for the staff/volunteer to leave or for the ill child to be picked up.

A staff/volunteer or child may return to the center when:

- The individual's temperature has been below 99 degrees for 24 hours without Tylenol, Aspirin, or Motrin.
- The individual has been diagnosed as having a bacterial infection and has been on an antibiotic for 24 hours.
- It has been 24 hours since the last episode of vomiting or diarrhea. The nasal discharge is not thick, yellow or green.
- Eyes are no longer discharging and the condition has been treated with an antibiotic for 24 hours.
- The rash has subsided or the physician has determined that the rash is not contagious.

Occasionally a written note from the individual's physician will be required by the center to be re-admitted to the CDC.

**IF A STAFF/VOLUNTEER or CHILD IS DIAGNOSED WITH ANY OF THE FOLLOWING, THEY ARE REQUIRED TO REMAIN AT HOME:**

- Diarrhea (must be diarrhea free for at least 24 hours)
- Bacterial Meningitis (until the Health Department indicates it is safe)
- Chicken Pox (one week after rash begins and is scabbing over)
- Impetigo (24 hours after treatment begins)

**ALLERGIES**-please alert your child's teacher of any allergies (food or substances on your child's information card and Health Appraisal.)

## **STAFF**

Program quality starts with great staff. Just like at your place of business, matching the position with staff that possesses the right aptitude, knowledge and abilities makes the experience for your child and yourself a positive one. Research has shown that a critical asset every child needs to succeed is the support of non-parent adults.

Like you, our site staff is perceived as role models by your child. As such, the YMCA spends countless resources in making sure that the relationship your child has with their caregiver is one that will pay benefits over a lifetime.

Our teacher's qualifications and experiences are diversified, which allows us to provide many different experiences for the children in our center. All G.S.R.P. lead teachers have or are pursuing a degree in Early Childhood Education, Child Development or a closely related field as defined by the State of Michigan child licensing department.

### **ALL SITE STAFF**

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

### **STAFF RELATIONSHIPS WITH FAMILIES OUTSIDE OF THE YMCA PROGRAM**

Staff may not be alone with children or their family members that they meet in YMCA programs outside the YMCA. This includes baby sitting, sleepovers, and inviting children to staff or member's home.

## **VOLUNTEERS**

Adult and youth volunteers of all ages are welcome and very much appreciated by the Boll Family YMCA CDC. They are required to attend training sessions, show proof of negative TB test, and to submit to a criminal background check. They are closely supervised by classroom teachers and director. Volunteers are a vital part of the CDC program and their help is greatly appreciated.

## **PARTNERING WITH OUR FAMILIES**

The YMCA values partnerships between families and staff to ensure the safe, caring, and optimal development of each child. When a child is registered in a YMCA program, the collaboration between staff and families is ongoing, open, honest and respectful.

There are a number of communication strategies the YMCA implements to support the partnership between families and staff. In addition to daily interactions with your child's teacher we provide:

- (Partnering with families cont.)
- Bi-Weekly newsletters
- Twice per year family-teacher interviews, whereby a developmental profile of your child will be shared
- Family social events

We have an open door policy in our Center and encourage families to become involved in their child's day or volunteer within the Center. If you'd like to become involved in our Center as a Volunteer please speak with Center Director.

## **CHILD GUIDANCE**

The YMCA is committed to helping children grow and develop to their fullest potential in a safe, caring and nurturing environment. The guidance of children in our programs is delivered in a manner that supports their current level of development and is aligned with our Core Values.

## **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.

### **CHILD GUIDANCE STRATEGIES**

It is a critical component in quality child care that all staff fosters a physically and emotionally safe environment whereby children are treated as their top priority at all times.

While the Principles of Best Practices are designed to support staff in their work with children, there will be times when staff fines themselves in vulnerable positions.

They will be called on to use their judgment and will be required to make educated, informed and professional choices to guide children's behavior.

### **OUR TEACHERS USE THE FOLLOWING STRATEGIES TO GUIDE BEHAVIOR:**

- Set realistic, developmentally appropriate limits & boundaries
- Offer choices that are respectful and age appropriate
- Promote discussion and explain natural consequences
- Re-direct children to another equally appealing activity/area
- Treat every child as an individual
- Role model the behavior they would like to see more of and praise/compliment good behavior

### **CODE OF CONDUCT**

The YMCA strives to create a positive environment for all families and their children. In cases whereby a child's or a family member's behavior is not aligned with the YMCA Core Values of respect, responsibility, caring or honesty or a child's or family member's behavior compromises the safety and security of another participant,

the YMCA reserves the right to withdraw the family.

### **PROHIBITED PRACTICES**

- A prohibited practice is any behavior that puts children at risk or inhibits their growth, self-esteem and healthy development. The following practices are unacceptable:
- Any form of abuse including physical punishment, corporal punishment, sexual and emotional abuse
- Depriving a child of food, shelter, personal liberty (i.e. confinement, not allowing a child to use the washroom when needed), or participation in activities
- Leaving children unattended or unsupervised
- Demeaning and/or demoralizing behavior such as; humiliation, threats, intimidation, swearing, yelling, sarcasm, discussion of a child or their family during all scheduled program time
- The use of illegal drugs and/or alcohol while performing YMCA duties
- Discussing personal and private activities while supervising children
- Locking exits in rooms or outdoor play spaces, or allowing exits to be locked for the purpose of confining a child
- Smoking on YMCA program sites while performing YMCA duties and/or within the sight of participants and families

### **CHILD PROTECTION LAWS**

The YMCA is mandated by the Child Protection Law of Michigan to report to the Family Independence Agency any "suspected case of abuse, neglect, child sexual abuse or sexual exploitation."

### **HEALTH CARE POLICIES AND RESOURCES**

#### Hand Washing Procedure

The following procedures are considered best practice for hand washing and are practiced at our center:

- Have a clean single service towel available.
- Turn on the water to a comfortable temperature between 60° F to 120°F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under finger nails, jewelry, and the back of hands.

- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper or single-use cloth towel. If taps do not shut off automatically, turn taps off with the disposable paper or single-use towel.
- Dispose of the single service towel in a lined trash container.

*We request that you wash your child's hands daily upon arrival at the center*

### **CLEANING AND SANITIZING**

The following steps are to be followed for cleaning and sanitizing:

- Wash the surface or article vigorously with warm water and detergent.
  - Rinse the surface with clean water.
- (Cleaning & sanitizing cont.)
- Submerge, wipe or spray the surface or the article with a sanitizing solution.
  - Let the article or surface air dry.

The Boll CDC uses water and non-scented chlorine bleach solution with a concentration of bleach between 50-200 parts per million (1 tablespoon per gallon of water).

### **HANDLING BODILY FLUIDS/UNIVERSAL PRECAUTIONS**

The CDC uses precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. OSHA (Occupational Safety and Health Administration) has model exposure plan materials for use by child care centers available from regional OSHA offices. Employees working in the CDC are trained in the blood-borne pathogen requirements every year.

### **Licensing Notebook**

The program maintain a "Licensing Notebook: containing all Inspection Reports and Corrective Action Reports. This is kept in the main hallways of the CDC entrance way and is available to parents/guardians to review during regular business hours

### **Grievance Policy**

Currently enrolled Boll Family YMCA parents/guardians shall follow the procedures listed below when making complaints or grievances about G.S.R.P. staff, policies or procedures.



1. A person who has a complaint about any aspect of the Boll Family G.S.R.P. program is encouraged to discuss the matter with the child's teacher.
2. If the informal process of step one does not resolve the matter, the person is encouraged to contact the Preschool Supervisor by email at: [tquirk@ymcadetroit.org](mailto:tquirk@ymcadetroit.org)
3. A written complaint may be submitted: the complaint should include:
  - a. 1). the name of the person filing the grievance:
  - b. 2) the facts of the incident or action complaint:
  - c. 3) the date of the incident giving rise to the complaint:
  - d. 4) The specific relief sought.

### **Notice of Nondiscrimination**

The Boll Family YMCA G.S.R.P. program does not discriminate on the basis of race, color, religion, national origin, creed, or ancestry, age, sex, marital status, height, weight, familial status, arrest record or physical and mental disabilities in accordance with the Elliot-Larson Civil Rights Act (ELCRA) MCL37.2206, Persons with Disabilities Civil Rights Act (PWCRS), MCL 37.1206, Title II, Title VI AND Title VII of the Civil Rights act of 1964, Title IX of the Educational Amendment Act of 1972, the Age Discrimination in Employment Act and the Immigration Reform and Control Act of 1986 (8U.S.C. Section 1324A Et.Seq) and Section 503 of the Rehabilitation Act of 1973.

## HEALTH CARE POLICIES AND RESOURCES

### **Hand Washing Procedures:**

The following procedures are considered best practices for hand washing and are practiced at our center.

- Have a clean single service towel available
- Moisten hands with water and apply soap
- Rub hands together and between fingers, for at least 20 seconds
- Rinse hands under running water until free of soap and dirt
- Dry hands with clean disposable paper towel
- Dispose of paper towel

### **CLEANING AND SANITIZING**

The following steps are followed for cleaning and sanitizing

- Wash the surface with water and detergent
- Rinse surface with clean water

- Wipe/spray surface with sanitizing solution
- Let surface air dry

### **SICK CHILD**

At the Boll Family YMCA, it is the policy to temporarily exclude a child who may be infectious or whom may demonstrate physical symptoms that require continual one-to-one care. In order to meet the needs of all children we ask that families adhere to the following

#### **GUIDELINES FOR EXCLUDING SICK CHILDREN:**

- **FEVER OVER 101.1 DEGREES**
- **VOMITING/DIARRHEA WITHIN THE PAST 24 HOURS**
- **EXCESSIVE COUGH AND/OR NASAL DISCHARGE (GREEN/YELLOW IN COLOR) OR EXCESSIVE NECESSITY TO WIPE NASAL DISCHARGE**
- **EYE DISCHARGE (CONJUNCTIVITIS IS EXTREMELY CONTAGIOUS)**
- **ANY UNIDENTIFIED RASH**

If a child becomes ill during school hours we ask that arrangements are made for the child's pick up

#### **WHEN A CHILD MAY RETURN TO SCHOOL:**

- The child's temperature has been below 99 degrees for 24 hours without medication
- The child has been diagnosed as having a bacterial infection and has been on antibiotic for 24 hours
- It has been 24 hours since last episode of vomiting or diarrhea. The nasal discharge is gone.
- The rash has subsided or physician has determined that the rash is not contagious

**Occasionally a written note from a physician will be required by the center for a child to be re-admitted to the class room**

## Michigan Department of Education Child and Adult Care Food Program Where Healthy Eating Becomes a Habit Parent Information Sheet

This child care center is a participant in the Child and Adult Care Food Program (CACFP), a United States Department of Agriculture (USDA) program. The CACFP provides cash

Reimbursement to child care centers for nutritious meals and helps children develop healthy eating habits. The CACFP is administered by the Michigan Department of Education (MDE). Through the Child and Adult Care Food Program you can be assured that your child is getting balanced, nutritious meals and developing healthy lifelong eating habits. Proper nutrition during the early years ensures fewer physical and educational problems later in life.

As a participant in the CACFP, your child care center receives reimbursement for serving nutritious meals and snacks. Meals and snacks must meet the USDA meal pattern requirements listed below. Breakfast Lunch and Supper Snack (serve 2 from the 4 food groups below) Milk, Fruit, Vegetable, or Juice<sup>2</sup> Fruit/Vegetable servings Fruit, Vegetable, or Juice Grain/Bread Grain/Bread Meat or Meat Alternate Meat or Meat Alternate

Children less than one year old: Foods in the infant meal pattern vary according to the infant's age. If your child is less than one year old, please request the infant meal pattern requirements from our center.

MDE is required to verify the enrollment, attendance and meals/snacks typically consumed by children while they are in care. MDE staff may contact you regarding your child's participation in our day care center. If you have any questions about the Child and Adult Care Food Program, please contact: Meaghan Gorski Child and Adult Care Food Program Healthy Living & Life Skills Y, YMCA of Metro Detroit Michigan Department of Education mgorski@ymcadetroit.org or P.O. Box 30008 3132232326 Lansing, Michigan 48909 (517) 3737391

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Pro

gram Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-

9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 202509410, by fax (202) 690-

7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 8778339; or (800) 845-

6136 (Spanish). USDA is an equal

## **Parent Notice of Great Start Readiness Program K-2 Follow-up**

Boll Family YMCA G.S.R.P is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). To show the impact of the GSRP on your child's continuous academic progress, MDE would like permission to collect data from child's kindergarten through second grade teachers. Data collected on the **K-2 Follow Up Form** provide information regarding the progress of children enrolled in GSRP through subsequent grades, referral to special services such as Special Education and Title I, school attendance, school performance, retention, and parent involvement.

Information from future schools/teachers about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Contact: [mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov) or 517-373-8483

Or MDE, Office of Great Start, 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909