



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

# **BUILDING BRIGHT FUTURES**

**Before and Afterschool Child Care Parent Handbook  
Metro Charter Academy**

## **WELCOME!**

Thank you for choosing to place your child at the YMCA's Before and Afterschool, 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.

## **OUR CAUSE**

The Y is a powerful association of men, women and children joined together by a shared commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility. We believe that lasting personal and social change can only come about when we all work together to invest in our kids, our health and our neighbors. That's why, at the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors in 10,000 communities to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

## **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, honesty, respect, and responsibility. The YMCA is for Youth Development, Healthy Living, and Social Responsibility.

### **Activities are planned to:**

- Allow children grow personally
- 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 and Stations
- Large Group Games and Physical Activity
- Arts and Crafts
- Exploration Station: STEM Projects
- Word Play: Literacy Program
- Healthy You: Nutrition Activities

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

### **Program Goals For Before & After School Programs:**

Academic success and developing positive lifelong skills is the overall goal of the before and after school programs. This is achieved through the following:

- Encouraging self-discipline and self-worth in each individual child
- Providing opportunities to make new friends.
- Help children understand the changing world, respect people of different ages, abilities, incomes, races, religions, cultures, and beliefs
- Provide children with the opportunity to become leaders and supporters
- Helping children develop skills to interact with peers in a positive manner
- Providing a consistent daily schedule to help with feelings of security and control in the environment.
- Offering a variety of materials and activities for varying attention spans
- Offering free choice activity times to foster independent choice, sharing, cooperation, and exchange of ideas
- Offering a homework area where children may work on homework and get assistance
- Providing games that may encourage a variety of skills, including language skills, math skills, and an interest in science
- Encouraging healthy eating habits and lifestyle following HEPA and CATCH standards
- Supporting and assisting the parent to strengthen parent-child relationships and to increase the importance of the family unit

## **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**

When serving school age children ages K–8th our staff child ratio never exceeds the state law of 1:18 and strives to achieve the National YMCA recommendation of 1:12. When serving children ages 3–5 years old our staff child ratio never exceeds the state law of 1:10 and strives to achieve the National YMCA recommendation of 1:8.

### **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 and will provide daily outdoor play unless prevented by inclement weather.
- We will follow Metro 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**

- All Before and Afterschool services are paid for in advance. Monthly payments are drafted on the 1<sup>st</sup> of each month. Weekly payments are drafted on the Sunday prior to care
- Your child care costs are based on monthly service days
- In determining the fees for service, all scheduled no school days have been deducted from the service days
- \$15 late fee, per billing cycle, will be applied to accounts not paid by the due date
- If the account is past due, child care services may be suspended until the account balance is paid in full and a two week deposit is made
- The YMCA uses Electronic Funds Transfer (EFT) This will allow us to automatically withdraw payments directly from your credit/debit card, checking, or savings account

### **RETURNED PAYMENTS**

A fee will 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 Downriver 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 734-655-0674 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. If your school district should extend the school year due to school closings we will still provide our normal before and afterschool care services at no additional cost.

### **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 6:01 pm 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 Downriver 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 a pre-employment medical clearance
- 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 phone/text conversations, and social media interaction.

## **ATTENDANCE INFORMATION**

### **HOURS OF OPERATION**

YMCA provides care during the school year, according to the Metro Charter Academys school year calendar.

No care available on No School Days

<b>Before School Care:</b>	6:30-8:00 am
<b>After School Care:</b>	3:15-6:00 pm

## **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 will 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 Photo ID 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.

## BULLYING POLICY

### The YMCA defines bullying as:

A harmful **pattern of behavior**, typically including an **imbalance of power**, that is **purposeful and intentionally** threatening to another. This includes verbal, and physical behavior; interferes with the programs ability to facilitate activities. Bullying will be not tolerated in YMCA programs.

### YMCA BULLY PREVENTION PLAN

- Defeat the Label Curriculum - a bullying recognition and prevention program
- Create a supportive culture and safe environment
- Create rules and policies
- Train staff on signs of bullying and what steps to take if present
- Train staff to encourage participants to speak up
- Eliminate opportunities for bullying (No kid alone, keep older and younger separated, counselors exhibit core values)

### ACTION STEPS

#### If bullying occurs, Staff will...

- Intervene immediately and contact Program Director
- Separate the kids involved and make sure everyone is safe
- Meet any immediate medical or mental health needs
- Stay calm and reassure all kids involved, including bystanders
- Model the 4 Core Values in behavior when intervening
- Communicate situation with guardians of all participants involved
- Next step, follow steps in YMCA of Metropolitan Detroit Discipline Policy

## DISCIPLINE POLICY

The YMCA teaches the core values of caring, honesty, respect, and responsibility to promote a healthy, safe, and secure environment for all participants. Participants are expected to follow the behavior guidelines and to interact appropriately in a group setting. Ground rules are built around respect for self, others and YMCA property. 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.

## REMOVAL FROM PROGRAM

YMCA staff works as a team with the parents or guardians for the best care plan for your child. A teamwork approach is the only way to correct repeated inappropriate behavior. Parents' patience, support and follow through are not only appreciated, but also necessary. Expulsion from the program will be considered in extreme situations.

## SUSPENSION POLICY

If, in our judgment, any child's behavior places the well-being of others at risk of injury, we will act quickly and decisively to resolve the situation (e.g., through closer supervision, redirection to more appropriate activities, removal from tense situations, firm and consistent limit-setting, and/or provision of alternative outlets for the expression of feelings).

A behavior Contract will be implemented to address how best to keep all children and teachers safe while working toward improvement. If we are unable to achieve positive change, our goal is to connect the child with the professional supports needed for his/her success, while maintaining a safe environment. If the Behavior Contract is not successful and unsafe behavior has not resolved within a reasonable time despite our efforts, suspension of enrollment may be appropriate.

Some examples of situations when it may be necessary to remove a child or to suspend a child's enrollment are:

- A child is unable to participate safely in our program without a dedicated 1:1 aide
- A child appears to be a danger to him/herself, other children attending the center/school, center/school employees, or anyone else at the center/school
- Medical, psychological, or social service personnel working with the center/school determine that continued care at the center/school could be harmful to or not in the best interests of the child
- The family declines to explore or secure outside support or behavioral resources which may help to address the child's needs, improve the behavior and reduce the safety risks

## **IMMEDIATE SUSPENSION**

In extreme situations, the immediate removal of a child from the center/school may be necessary. Reasons may include health and safety issues for the child or for the larger group of children, as well as the following:

- Chronic failure of the parent/guardian to pick up child from program on time
- Failure of parent/guardian to pay weekly fees as outlined in the handbook
- A parent/guardian is physically or verbally abusive or intimidating to center staff, children, or anyone else at the center
- The child is a safety threat to himself/herself, other children, or YMCA staff, members, or volunteers. This includes behavior such as fighting, striking others, biting and wandering away from the program
- The child's needs are not being met in our small or large group camp setting
- Using profanity, vulgarity, or obscenity frequently.
- Acting in a lewd manner
- Inappropriate dress
- Possession of and/or using tobacco, alcohol, illegal drugs firecrackers, firearms, or explosives.
- Inappropriate touching of self or others.
- Potentially dangerous behavior by a parent or child.
- A parent/guardian fails to abide by center policies or requirements imposed by the appropriate licensing agency
- Non-payment of tuition
- A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program.
- Any additional behavior deemed by the YMCA which disrupts the day-to-day operations of camp

## **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 site, the following actions will happen:

- When appropriate, the YMCA staff will take the weapon away from the child
- The Director will be notified and disciplinary action will follow
- The participant can/will be suspended or removed permanently from care

**THE YMCA RESERVES THE RIGHT TO REMOVE A CHILD FROM OUR PROGRAM FOR BEHAVIOR THAT DOES NOT FIT WITHIN OUR MISSION.**

## **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 Program 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 Program Director will share information from the meetings with staff who will be caring for the child

**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.

**PROHIBITION OF DISCRIMINATION AGAINST CHILDREN WITH DISABILITIES**

UNDER TITLE III OF THE AMERICANS WITH DISABILITIES ACT

**The YMCA believes that it is important to create an inclusive child care setting responsive to children with special needs. No discrimination will be knowingly permitted against any child with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices of the YMCA.**

The YMCA will attempt to accommodate children with special needs as long as a safe, supportive environment can be provided for the child. Children will not be denied admission or excluded from programs or activities on the basis of their disability unless their presence would require accommodations that would fundamentally alter the program or activity or if their presence would pose a direct threat to the health and safety of others.

Each child will be individually assessed to determine whether meeting the child's needs would require a fundamental alteration of the program or activity, or if their presence would pose a direct threat to the health and safety of others. The YMCA will provide appropriate services as needed for effective communication, so long as doing so would not constitute an undue burden on the YMCA.

The YMCA designates the following individual(s) to serve as the YMCA's Non-Discrimination Compliance Officers in accordance with the anti-discrimination state and federal public accommodations laws and Title I of the ADA:

**Lori Walker**

**Human Resources Director**  
YMCA OF METROPOLITAN DETROIT  
1401 Broadway, Suite 3A  
Detroit, MI 48226  
(P) 313 223 2531 (F) 313 267 5316

**Therese Perlowski**

**Regional Director of Before & Afterschool Child Care**  
YMCA OF METROPOLITAN DETROIT  
1401 Broadway Blvd Suite 3A  
Detroit, MI 48226  
(P) 313 223 2752 (F) 313 267 5319

Parents need to discuss with the YMCA exactly what is needed and what limitations the child has so that we can properly evaluate these issues. If a child's needs require significant individual attention by staff, the YMCA may need to add additional staff. This may or may not be possible depending on finances and availability of additional staff.



# EMERGENCIES AND ILLNESS

## 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/staff/volunteer shall be sent home:

- Temperature of 100.1° F or above within the past 24 hours
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing
- Yellowish skin or eyes
- Untreated infected skin patches, unusual spots or rashes not covered
- Stiff neck with elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation (until child is free of all nits)
- 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 Stefanie Patrico, Youth Development Manager, at 734-655-0674 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 unscented chlorine bleach to 1 quart of water or the use of a comparable commercial product.
- 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 any time.

## 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 Site 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.

## SAMPLE SCHEDULES

### School-Age

6:00 AM	Greeting, health check, hand washing
6:30 AM	Interest centers
8:30 AM	Prepare for departure to school ----- Children are in school -----
3:00 PM	Arrival, attendance, restroom and hand washing
3:30 PM	Snack and homework
4:00 PM	Outdoor play or gym time
4:30 PM	Interest centers
5:30 PM	Clean-up, quiet activities and departure

### FULL DAY PROGRAM FOR SCHOOL-AGE CHILDREN

6:30 AM	Greeting, health check, hand washing and quiet activities
8:30 AM	Snack/Group Meeting
9:00 AM	Interest centers
10:30 AM	Outdoor play or gym
11:00 AM	Special activity/field trip
12:00 PM	Clean up, restroom, hand washing
12:15 PM	Lunch
1:00 PM	Swimming or outdoor play, special programs, or projects
2:30 PM	Restroom, hand washing and snack
3:30 PM	Interest centers
4:30 PM	Free choice, interest centers, outdoor play, departure

## HEALTHY EATING PHYSICAL ACTIVITY-HEPA

As part of our focus on developing healthy habits in kids, families, and our communities, we have committed to adopting Healthy Eating and Physical Activity (HEPA) standards in our early learning and afterschool programs.

- Water is accessible and available to children at all times, including at the table during snacks and meals
- Provide only water and unflavored low-fat (1%) or nonfat milk (for children 2 or older), family style.
- Engage parents and caregivers using informational materials and activities focused on healthy eating and physical activity a minimum of once every three months (a minimum of 3-4 times per year)
- Children serve themselves (family style) all food and beverages from common bowls and pitchers with limited help. Staff sit with children during snacks and meals
- Provide fruits or vegetables (fresh, frozen, dried, or canned in their own juice) at every meal and snack
- Do not provide any fried foods. Fried foods include items like potato and corn chips, in addition to foods that are pre-fried and reheated (e.g., pre-fried french fries that are then baked, chicken patties, chicken tenders, chicken nuggets, fish sticks, Tater Tots®, etc.)
- Do not provide any foods that contain trans-fat (listed as partially hydrogenated oils in the ingredients)
- Offer only whole grains, as determined by confirming that the first item listed in the ingredients contains the word whole (e.g., whole wheat, whole oats, whole-grain flour, whole brown rice)
- Provide foods that don't list sugar (e.g., sugar; invert sugar; brown sugar; words ending in -ose; and syrups like high fructose corn syrup, honey, etc.) as one of the first three ingredients or that contain no more than 8 grams of added sugar per serving
- Y staff will model healthy eating behaviors at all times. This includes consuming the same foods and beverages as children during meals and snacks (if possible) and avoiding consumption of foods or beverages that are inconsistent with the HEPA standards during program time

- Provide children with opportunities for moderate and vigorous physical activity for at least 60 minutes per day during a full-day program or 30 minutes per day for a half-day morning or afternoon program. The time can be broken down into smaller increments. Include a mixture of moderate and vigorous activity (activity that increases the heart rate and breathing rate), as well as bone and muscle-strengthening activities. Take active play outdoors whenever possible
- Y staff will model active living by participating in physical activities with children
- Eliminate screen time (television, movies, cell phone, video games, computer, and other digital devices) for children under 2 years old. For children over 2, limit screen time to less than 30 minutes per day for children in half-day programs and to less than 1 hour per day for those in full-day programs. During screen time, seek to minimize children's exposure to commercials and ads marketing unhealthy foods

**For sites that provide meals:** The Y is proud to offer supper and snack for children in our After school programs. Children can receive a healthy supper and snack free of charge. We are excited to announce that we have a new menu that meets the YMCA's healthy eating standards and includes delicious meals such as Taco Salad, Greek Chicken Pita and Make Your Own Pizza! Parents are welcome to pack a healthy snack(s) for their child. Please have your child leave soda, chips and candy at home.

## SITE INFORMATION

### CONTACT NUMBERS

Stefanie Patrico -- 734-655-0674

Site Phone Number available during hours of operation: 734-258-2270

### SITE HOURS AND LOCATION

Monday - Friday 630a-8am; 3-6p

### DROP IN CARE

5 visits for \$60

### NO SCHOOL CARE

No care available on no school days

Snow Day Care available at the Downriver YMCA:  
Registration fee: \$30

**YOURNAME FAMILY YMCA**

123 Anystreet, Anycity, MI 12345

**P 123 456 7890 F 123 456 7890** [ymcadetroit.org/yourname](http://ymcadetroit.org/yourname)