

YMCA YOUTH DEVELOPMENT

PARENT HANDBOOK

Warm World Infant & Toddler - **Port Huron & St. Clair**

Warm World Preschool - **Port Huron & St. Clair**

Before and After School

Camp Wanacombak

YMCA of the Blue Water Area

1525 Third Street

Port Huron, MI 48060

(810) 987-6400

[www.bluewaterymca.com](http://www.bluewaterymca.com)

YMCA CHILD DEVELOPMENT

**YMCA of the Blue Water Area**

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Port Huron, MI 48060

**YMCA of the Blue Water Area – St Clair**

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YOUTH DEVELOPMENT OFFICE HOURS:

MONDAY – FRIDAY: 7:30 AM – 6:00 PM

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**INTRODUCTION**

The YMCA of the Blue Water Area established its first child development center in the fall of 1977 to help meet the community's growing need for quality child development. Since that time, YMCA Child development operates in 4 locations, serving approximately 550 children every year.

The WARM WORLD child development program is for infants to pre-school. For school-age children, the Y offers the CATCH kids Club, and SUMMER DAY CAMP. Each program uses a structured curriculum that is flexible enough to allow for individual developmental differences and for creativity. In YMCA child development, the child to adult ratio is maintained at a level that is lower than licensing regulations require. Children participate in arts and crafts, group games, music, swimming, field trips, snacks, fitness and health. Children grow and learn in an atmosphere of warmth and caring. Parents are invited and encouraged to drop in at any time. Each program is fully licensed by the Michigan Department of Licensing and Regulatory Affairs, Child development Licensing Division. By providing child development for children age 6 weeks to 14 years, the Y is available to meet your ever-changing child development needs.

#### YMCA MISSION

The YMCA of the Blue Water Area puts Christian principles into practice through programs that build healthy spirit, mind, and body for all.

#### YMCA FOCUS

**FOR YOUTH DEVELOPMENT**

Nurturing the potential of every child and teen

* *Child development*
* *Education and Leadership*
* *Swim, Sports and Play*
* *Camp*

**FOR HEALTHY LIVING**

Improving the Blue Water Area’s health and well-being

* *Family Time*
* *Health, Well-being and Fitness*
* *Sports and Recreation*
* *Group Interests*

**FOR SOCIAL RESPONSIBILITY**

Giving back and providing support to our neighbors

* *Family/Social Services*
* *Global Services*
* *Volunteerism and Giving*
* *Advocacy*

#### YMCA CORE VALUES

**CARING -** Show a sincere concern for others

**HONESTY -** Be truthful in what you say and do

**RESPECT -** Follow the golden rule

**RESPONSIBILITY -** Be accountable for your promises and actions

**YMCA PROMISE**

With a commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility, the Y ensures that every individual has access to the essentials needed to learn, grow, and thrive.

All kids deserve the opportunity to discover who they are and what they can achieve. That’s why, through the Y, millions of youth today are cultivating the values, skills, and relationships that lead to positive behaviors, better health and educational achievement. Though the world may be unpredictable, one thing remains certain – the Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families, and communities.

#### EQUAL OPPORTUNITY

It is the policy of the YMCA of the Blue Water Area, under guidelines of Title VI of the Civil Rights Act of 1964, to provide equal opportunity for child development to all people. You have a right to dispute actions based on equal opportunity by filing a complaint directly with the Michigan Department of Human Services and/or the Office of Children and Adult Licensing.

#### EARLY CHILDHOOD PROGRAM GOALS

In order to begin to read and perform academic tasks, children must first gather meaning from the world and develop an awareness of concepts. Children must have many satisfying sensory and motor experiences, which are a prerequisite for developing their minds.

YMCA early childhood programs help children develop early habits of observation, questioning and listening. This awakens in the child awareness of his/ her own feelings, and their right to express those feelings by channeling them into different means of expression. Children learn that they are free to make choices and that as long as they are considerate of other people and things, they do not always have to conform. Warm World prepares children to use their intellectual and creative abilities in future learning tasks. Social and emotional development is of importance in our program. Teacher guide and model to teach children how to cope with their feelings and emotions. We provide a cozy corner in each classroom. Within the cozy corner, there are tools provided for children to help navigate their emotions. The cozy corner provides a safe place for children to express feelings. In the cozy corner tools such as: pictures of emotions, breathing techniques, and calming toys are of access to children in the cozy corner.

#### SCHOOL-AGE PROGRAM GOALS

YMCA school-age programs are designed to nurture the potential of every child, providing opportunities to enhance each child's creativity, academics, physical well-being, and social skills while incorporating the YMCA’s core values of caring, honesty, respect and responsibility. A safe and secure environment is provided with trained child development staff.

###### HOURS OF OPERATION

**Warm World Infant/Toddler and Preschool – Port Huron & St. Clair**

Full Day Preschool, Infant and Toddler Care (6:30 AM - 6:00 PM) is available Monday through Friday, 52 weeks per year.

All YMCA child development programs are closed for the following holidays: Labor Day, Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Memorial Day and the Fourth of July.

**Y Safety and Security**

The Child Development Center is a secure environment that requires either a pass card or a visual verification for entry. When children are registered, parents receive two pass cards for easy access to the center from Griswold St (Port Huron and R. Please remember to bring your cards daily. There is a $10 fee for additional or replacement cards.

**School-Age Child Development Programs**

School-age children needing our program during scheduled school breaks, on snow days, or during summer vacation may sign up to attend Holiday Camp, Snow Day Camp, or Summer Day Camp. All YMCA child development programs are closed for the following holidays: Labor Day, Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Memorial Day and the Fourth of July.

**After School Program: Final Bell – 6:00PM**

**Marysville Locations:** Gardens Elementary

*Morton & Washington bussed to and from Gardens*

**Kimball Location:** Landmark Academy

**Port Huron Locations:**

Woodrow Wilson Elementary Crull Elementary

*\*Cleveland bussed to Woodrow Wilson* \**Garfield bussed to Crull*

Michigamme ElementaryThomas Edison Elementary

*\*Indian Woods bussed to Michigamme \*Keewahdin bussed to Thomas Edison*

Roosevelt Elementary St. Mary/McCormick Catholic Academy

 \**Final Bell – 5:15PM*

**Holiday Camp, Summer Day Camp & Snow Days**

7:30 AM - 6:00 PM, Monday – Friday

Holiday camp is available during scheduled PHASD school breaks such as Thanksgiving, Christmas, Records Day, Mid-Winter, and Spring Break. The Y will be closed for the 7 major holidays.

**THE DAILY PROGRAM**

**Warm World Infant/Toddler and Preschool**

When children enter the classroom, they are greeted by a teacher and then given the freedom to explore the various learning activities and interests that have been prepared before their arrival. Children are then involved in a variety of activities either in a large group, small group, or individually. These activities are planned according to children’s interests and Creative Curriculum learning objectives. The goal is to foster creativity, nurture growth and development. Although the specific activities are different each day, the schedule of activities remain the same to provide the security that familiarity brings. The Preschool programs use **Creative Curriculum** for establishing and sustaining a quality child development program. The Infant and Toddler programs use **Creative Curriculum and Ages & Stages** **Screening** for establishing and sustaining a quality child development program. We also implement the **Healthy Eating and Physical Activity Standards (HEPA)** and **CATCH-Coordinated Approach to Child Health** to commit to a healthy environment for all children. The Preschool and Infant/Toddler Centers are participating with the **Great Start to Quality (QRIS) Quality Rating Improvement System-** to ensure the YMCA has a high-quality program.

**After School Program**

After school children are elementary students ranging in age from kindergarten – 5th grades. This program has been developed to accommodate children of different developmental levels and challenges.

The program's activities include a snack, homework time, **STEM (Science, Technology, Engineering and Math)** activities, gym games, craft activities, table games and free time to choose from a variety of activities. **Healthy Eating and Physical Activity Standards (HEPA)** and **CATCH-Coordinated Approach to Child Health** help create a healthy environment for all children. Children are involved in swimming at the Y, field trips, special guests and parties.

**Camp Wanacombak**

Monday through Friday the program includes the following activities: gym, outside time, **STEM (Science, Technology, Engineering and Math)** activities, crafts, snacks, reading, swimming, special events and free time. The **Healthy Eating and Physical Activity Standards (HEPA) standards** and **CATCH-Coordinated Approach to Child Health** help create a healthy environment for all children.

Camp Wanacombak will use different themes throughout the program. These themes will be posted and the activities chosen will complement the theme.

#### REGISTRATION

A non-refundable registration fee is due upon enrollment in any YMCA child development program for both the school year and summer. These fees are used to purchase equipment and materials for the program.

###### ADMISSION

All programs require the following signed forms on file by first day in attendance:

* A Registration Card
* Child Information Cards completely filled out, front and back, by a parent
* A Tuition Agreement, initialed and signed
* For Preschool and Infant/Toddler a Physical Form with an up-to-date Record of Immunizations signed and dated by a licensed physician. In some cases families may choose not to vaccinate their children based on their individual belief systems. In these cases, a vaccination waiver from the local Health Department, signed by the RN must be obtained prior to admission.
	1. Infants and toddlers are required to have a yearly health appraisal
	2. Preschoolers are required to have a health appraisal every two years
* For School-Age Child development, a Health Exemption Form signed by a parent
* Any other forms required by DHS or the YMCA

All of the above must be returned to the child development office **before** the child's starting date. These records must be kept up to date throughout program participation. Failure to provide these completed forms will result in a postponed entrance date for a child.

**Warm World Infant/Toddler and Preschool**

The YMCA Infant/Toddler and preschool program (6:30 AM - 6:00 PM) is licensed for 6 weeks to 5 years old.

**School-Age Child Development Programs**

The After School Program, Virtual/Hybrid Learning, Holiday Camp, and Summer Day Camp programs are designed for all elementary school-aged children who are in kindergarten through fifth grade.

#### ARRIVING AND LEAVING CENTERS

**Warm World Infant/Toddler and Preschool**

Parents/Caregivers must escort their children to the classroom and wait until they are greeted by their teacher, who will ensure that each child is in adequate health to attend. Parents will then check children in with Brightwheel before leaving the classroom.

**\*DROP OFF**

* Only use the south side main entrance for drop off for Port Huron
* Only use the west side main entrance for drop off for St. Clair
* NO stuffed animals from home. Bedding needed for naps only and please wash them weekly.

\***PICK UP**

* Only use the south side main entrance for pick up for Port Huron
* Only use the west side main entrance for pick up for St. Clair

**After-School Program**

Children will be assisted directly to the Center at school dismissal where the supervisor at the center will sign them in.

**Camp Wanacombak**

Drop off and pick up will take place at the north eastern door of Garfield, between rooms 116 and 117. Parents/Caregivers must escort their children to the entrance and wait to be greeted by a staff member. A First Day Health Screening will be taken on first day of camp for call campers that will entail, prescription drugs and medications, immunization status, physical limitations, allergies ad any special health and behavioral considerations. Parents will then check children in through Brightwheel before leaving the facility.

**All Programs**

Only parents or other authorized persons listed can pick up their children and sign them out. No child will be released to a person (other than their parents/guardians) who is not authorized by a registered parent to pick up that child, or any person under the age of 16. Any person under the age of 18 years will need an additional waiver filled out and signed by an authorized parent in order to sign a child out. Written authorization for changes is required.

#### WHAT TO WEAR

The Y recommends comfortable and simple clothing that is free of complicated fastenings (especially for Warm World). Play clothes are the best choice, as children work with many different materials during the day. Shoes with rubber bottoms are required. Shoes with ties, Velcro or straps are encouraged. For safety reasons, cords or drawstrings should be removed from jackets and sweatshirts. **Please be sure to send sweaters, coats, boots, mittens, snow pants and hats as the weather requires.** Names should be printed on all outerwear, as unmarked clothes can lead to an enormous "lost and found."

Per state licensing requirements, **infants and toddlers go outside every day, weather permitting (30° or above, including wind chill). Preschool and School-Age children also go outside every day, weather permitting (20° or above – including wind chill).**

###### FINANCIAL ARRANGEMENTS

A tuition agreement must be signed and on file for every child in a YMCA child development program. The YMCA reserves the right to change tuition rates with a 30 day notice. PLEASE RETAIN PAYMENT RECEIPTS FOR TAX PURPOSES.

All YMCA child development programs close promptly at 6:00 pm each day. A late charge for any time beyond closing will be added to your account, and must be paid before children can attend upcoming child development or YMCA programs. For example:

Pick-up time: 6:01 - 6:15 PM - $10

6:16 - 6:30 PM - $20

6:31 - 6:45 PM - $30

The FULL TUITION FEE is due by the **FRIDAY** before the week that the child development is needed. Tuition may be paid at the youth development office or by calling 810-987-6400 ext. 131.

Tuition questions should be addressed with the appropriate Program Director at the YMCA. Teachers are not responsible for solving tuition problems.

Child development payments can be made by Electronic Funds Transfer (EFT). This convenient payment method automatically deducts payments from a checking, savings or credit card account.

**Warm World Infant/Toddler and Preschool**

Warm World children must be registered a minimum of two days each week. Tuition is based on the actual costs of operating the center. Also, because the Y maintains a low child to teacher ratio, tuition remains the same each week regardless of the number of school days in that period, days absent due to illness, school holidays or other reasons.

**Tuition for those enrolled in Infant/Toddler, and Preschool is due in advance of each week. Any late payments will be assessed a $10.00 late fee.**

Children enrolled will receive vacation time per session (during summer, and school year) that is equal to the number of days the child attends in one week for which they need not pay. Use of vacation time must be scheduled at least ONE WEEK in advance and un-used vacation days will not be credited. **\*This advance notice must be in writing from parents.\***

To ensure adequate staffing ratios and to ensure the children benefit from our programming, enrolled Warm World children **must be** **dropped off to the classrooms by 9 AM.**

If your child will be later than the above noted time, individual arrangements must be made in advance with the Warm World office. The YMCA reserves the right to refuse children’s attendance if staffing is no longer adequate to support the child’s attendance or if the child’s arrival would disrupt nap time.

After School Program

Registration for the YMCA CATCH program at our after school sites are a commitment for the school year. Parents select the days of the week needed, and their child will be registered for those weekdays for the remainder of the school year. Enrollments completed after the beginning of the school year will need to register by **5PM THURDAY** to enroll in the program to attend the following week, and must be approved by the School Age Program Director in advance to ensure that there is an adequate number of staff available. If there is a change needed to the original schedule registered, please contact the School Age Program Director ONE WEEK in advance of the change to allow processing time and staffing updates. On occasion there are emergencies where parents must have something lined up for their child but have not made previous arrangements. An attempt will be made to accommodate these situations whenever possible.

**FEES CANNOT BE DEDUCTED FOR MISSED DAYS**. Fees pay for direct operating costs such as staff, snacks, and materials. When enrolling, participants are reserving time, space, staffing and provisions for the child, whether or not the child attends. Credit WILL NOT be given for picking up a child early.

Children enrolled in CATCH for the school year will receive five days of vacation time for which they need not pay. Use of vacation time must be scheduled at least ONE WEEK in advance. **\*This advance notice must be in writing from parents.\***

**UNSCHEDULED DISTRICT-WIDE SCHOOL CLOSINGS SUCH AS SNOW DAYS** will be handled in the following manner:

When the Y offers alternate programming as a “Snow Day Camp” or “Special Day Camp” and your child attends, you will receive a credit equal to your Afterschool payment for that day. If you choose not to use the “Snow Day Camp” or “Special Day Camp”, a **CREDIT WILL NOT** be applied to your account.

WHEN SCHOOL HAS BEEN CANCELED AFTER CLASSES HAVE ALREADY BEGUN FOR THE DAY, THERE WILL BE NO AFTER SCHOOL PROGRAM, OR SNOW DAY SPECIAL PROGRAMS HELD THAT DAY. CHILDREN WILL BE INSTRUCTED TO GO HOME. PARENTS SHOULD MAKE ARRANGEMENTS IN ADVANCE, SO THAT CHILDREN KNOW WHERE THEY ARE TO GO.

In the event that St. Clair County declares a "Red Alert", all YMCA child development programs will be canceled. If the Centers are already open at the time of the declaration, staff will make every effort to contact parents to pick up their children immediately so that the Center may be closed.

**Camp Wanacombak**

The FULL TUITION FEE is due each FRIDAY for the following week. TUITION MUST BE PAID IN ADVANCE OR YOUR CHILD WILL NOT BE ALLOWED TO PARTICIPATE IN THE PROGRAM. Tuition is the same each week regardless of the number of days absent due to illness or other reasons, such as holidays (July 4). Tuition payments received after the Friday 5pm deadline will be charged a $10 late fee.

A field trip fee will be added for each trip a child is registered for based on vehicle expenses and entrance fees. The **ONLY** exception will be for those on a scheduled vacation.

Children enrolled in Camp Wanacombak receive one week of vacation time that is equal to the number of days the child attends in one week for which they need not pay. Use of vacation time must be scheduled at least ONE WEEK in advance. \*This advance notice must be in writing from parents.\*

###### WITHDRAWAL POLICY

**Warm World Infant/Toddler, Preschool and Camp Wanacombak**

**Parent's Option**

A parent may wish to withdraw his/her child from the above programs because of a change in their work schedule, relocation, or dissatisfaction with any aspect of the program. **The YMCA requests a two week written notice, including explanation.** All tuition paid for unused time is non-refundable. If a two week notice is not possible, the parent will be billed for the next two weeks. This charge is necessary, as it grants the Y time to enroll another child from the waiting list.

**YMCA Option**

It is the YMCA's hope that a child will never be involuntarily dismissed from Child development. The YMCA makes every effort to work with families and initiates its Withdrawal Policy only as a last resort. Under this policy, all paid tuition for unused time shall be forfeited by the parent.

1. **Disciplinary Reasons**

Please see Discipline Policy.

1. **Financial Reasons**

The YMCA reserves the right to prohibit any child from entering a child development program when tuition is not current. If a currently enrolled child’s balance due is outstanding, parents will be notified. If, after notification, the balance due for tuition is not made current, it may be forwarded to a collection agency.

1. **Other Reasons**

The YMCA reserves the right to dismiss a child from its programs if there is sufficient cause. This may include, but is not limited to, the reasons listed above. Other reasons may include:

* **Any incidence where a child requires excessive personal attention to the degree that it detracts from the care of others or puts the safety of others in question.**
* The YMCA is not financially able to accommodate a child requiring one-to-one care.

**GENERAL PERMISSION AGREEMENT**

When a child is enrolled in a child development program, the YMCA and the child’s parent(s)/guardian(s) agree to the following:

1. Child is permitted to use all YMCA play equipment and participate in all activities of the child development center. This includes school playground equipment, which may or may not comply with the guidelines of the 2015 edition of the Handbook for Public Playground Safety.
2. Child is permitted to leave the school premises under the supervision of a YMCA staff member for neighborhood walks or field trips in an authorized vehicle.
3. Child is permitted to be included in evaluations and pictures in connection with YMCA child development. Pictures may be posted on the YMCA of the Blue Water Area website (www.bluewaterymca.com). Pictures may also be used in YMCA promotional fliers or newspaper articles or social media. Any pictures taken on field trips or during special events at the center may be posted on the YMCA website and/or websites related to field trip location or special event or used in newspaper articles related to the field trip or special event.
4. Child Development Director or acting Director is permitted to take whatever steps necessary to obtain emergency medical care for any child if warranted. These steps may include, but are not limited to, the following:
	* Attempting to contact a parent, guardian or other specified person on the child’s Child Information Card via phone. If no response, a message will be left and then attempting to contact emergency contact persons on the Child Information Card.
	* Attempting to contact the child’s physician.
	* Attempting to contact a parent/guardian through any of the persons listed on the Child Information Card.
	* If a child’s parent and/or physician cannot be contacted and after leaving a message, the YMCA will: call another physician, call an ambulance, and/or have the child taken to an emergency hospital in the company of a staff member. Any expenses incurred will be borne by the child’s family.

The YMCA will not be responsible for anything that may happen as a result of false information given at the time of enrollment. Please be sure to inform the staff and/or Program Director of any changes to a child’s information card.

**LICENSING**

I understand the following:

* The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans for the past 5 years.
* The notebook will be available for parents for review during regular business hours
* Licensing inspection and special investigation reports from at least the past two years are available on the Child Development Licensing website at [**www.michigan.gov/michild development**](http://www.michigan.gov/michildcare).

**FUSSY CHILD POLICY**

Taking care of a baby can sometimes be as overwhelming as it is joyful. It can also be quite frustrating when a child is inconsolable. YMCA teachers realize that crying is a way that babies communicate, but sometimes babies cannot be consoled or will not stop crying. If a teacher is unable to console a baby, the following procedures will be followed:

* The teacher will fulfill the basic needs of the baby (feeding, diaper changing, etc.)
* The teacher will see if the child has symptoms of illness
* The teacher will console the baby (rock, walk, or sing to the baby)
* The teacher will ask for support if needed (by another teacher, or the director)
* If the child exhibits excessive crying for an extended period of time the parents will be notified
* If the child exhibits this behavior over the course of a few days the teachers and parents will discuss a plan of action

The Y knows that every child is a treasured gift, and therefore strives to provide an environment for children in which their best interest is of utmost concern.

**DISCIPLINE POLICY**

Self-management skills and positive social interactions among children and adults are encouraged, and maximize everyone’s enjoyment of the program. YMCA programs use positive guidance methods including reminders, distraction, logical consequences and redirection. Self-management skills are taught according to the following guidelines:

* Consistent rules are clearly stated. Children are expected to work and play within known limits.
* Behavior expected of children is age appropriate and according to their developmental level.
* An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt others. Staff members strive to help children become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibly.

Staff will avoid the use of comparative remarks, threats, physical punishment, shaming, or labeling of children. At no time will spanking, shaking, hitting, or slapping be allowed. Children will not be deprived of meals, snacks, rest, necessary toilet use, or outdoor play or activity time as a means of punishment, nor will any child be confined in an enclosed area. In addition, children will not be made to participate in excessive physical exercise or be excessively restrained by a staff member. Disciplinary techniques will be used which are age appropriate and which foster positive self-esteem and encourage the eventual internalization of self-control. When a child acts inappropriately, he/she will be redirected to another activity. A discussion between child and staff will help the child to learn why his/her behavior was inappropriate. Occasionally, a child may be removed from the immediate situation until he/she is able to gain control.

Occasionally, the Y is faced with a chronic situation in which a child does not respond to repeated corrected guidance and continues to display unacceptable or malicious behavior. The following procedures are followed and documented in such cases:

* Staff will at all times keep a clear line of sight and be within hearing distance of all children under our care through supervision and training will be given at onset of hiring to make sure these practices are followed
* Staff and parent will have a conference either in person or by telephone
* Serious offenses will warrant a written notice to the parent
* A meeting will be scheduled between parents, teacher and Program Director
* The YMCA will utilize Positive Behavioral Intervention and Supports (PBIS) to attempt to mediate the child’s behavior
* The YMCA will engage the county mental health consultant to observe the classroom for any needed modifications that will support the children
* The Y will refer families to the mental health consultant with written permission from the parent/guardian with the goal of behavioral modification
* A dismissal notice (allowing two weeks to seek other child development) will be issued for any incidence where a child requires excessive personal attention to the degree that it detracts from the care of others or puts the safety of other children in question
* A dismissal notice will be issued if all of the above efforts are not successful and it is deemed that the child’s behavior is not conducive to maintaining safety of the program.

The YMCA is responsible for providing a safe, fun environment where all children are free to learn and grow without fear of being physically hurt or treated disrespectfully by anyone. The discipline policy is initiated only as a last resort.

#### STAFFING POLICY

Child development staff members have been carefully chosen based on personal expression of sensitivity to YMCA child development goals and philosophy, as well as a willingness and ability to work with other staff members. Teachers must also have enthusiasm for nurturing each child as an individual. All staff members participate in regular training opportunities and staff business meetings.

All staff and volunteers are checked through the Department of Human Services’ Central Registry for Child Abuse or Neglect. A criminal history background check is also performed on all YMCA staff and volunteers. The YMCA has established and maintains a policy requiring supervision of volunteers, including volunteers who are parents of a child receiving care at the child development center.

All staff participate in regular training opportunities and staff business meetings. The YMCA has established and maintains a policy requiring supervision of volunteers, including volunteers who are parents of a child receiving care at the child development center.

A low teacher to student ratio is always maintained. For the Infant & Toddler program, the ratio is 1 staff to 3-4 children. For Warm World, the ratio is 1 staff to 8 children. For school-age children, licensing requires 1 adult to 18 children, with a ratio not to exceed 1 to 16. In the event of low attendance, staffing will be adjusted so that ratios will be maintained, but not over staffed.

#### SCHOOL INVOLVEMENT – AFTER SCHOOL PROGRAM

YMCA staff like to work as a team with the school and family to provide the best environment for the child's growth and development. Any trouble a child may have during the school day may affect behavior at the Y. Please keep staff informed of such problems so they can be sensitive to the needs of the child.

Any child suspended from school will not be allowed to attend Afterschool Program during the suspension.

Homework time will be part of each day’s schedule, with staff available to assist if needed.

#### PARENTAL INVOLVEMENT

Parents are invited to visit all centers at any time. Most child development programs sponsor family activities at the YMCA. Parents can participate with the entire family. Parents may also volunteer to help with the program or offer their own special talents. Suggestions for field trips or activities are always welcome. Warm World parents will be invited to attend Parent-Teacher conferences in November and March. Parent information meetings will be scheduled periodically throughout the year.

Please take every opportunity to talk with YMCA staff about your child. A board highlighting key activities of the day is located outside each preschool classroom. This is a great tool to stimulate conversation when asking a child about their day.

###### PARENTAL RIGHTS AT THE YMCA

With regard to parents that are divorced or separated:

If both parents have joint legal custody, but only the custodial parent has signed the YMCA’s Parent Information Card **and** does not include the non-custodial parent, statutory law in the State of Michigan requires that the non-custodial parent be allowed access to the child(ren), can participate in program activities during the time the child(ren) is (are) at the YMCA, and can pick up the child(ren) from the YMCA unless we receive a specific order stating otherwise even if it is not that parents parenting time under a parenting time order.

###### FOOD SERVICE POLICY

**Infant/Toddler**

* All food and drinks (snacks, bottles/drinks, lunch) must be provided by the parent
* We cannot serve or allow foods that could easily cause choking. Items Including, but not limited to:
	+ Popcorn, seeds, hard candy or any uncut round food that can cause a choking hazard.
* All food must be prepared at the child’s home before being brought to the center; chopped foods should be cut into small pieces no larger the ¼ inch for Infants and ½ inch for Toddlers.
* All plastic bottles (no glass) and food must be labeled with the child’s name and the date & time of preparation
* All packaged food must come to the center unopened
* All partially eaten food and used bottles will be discarded daily
* All food and snacks provided for the child must be nutritious
* All nipples on bottles must be covered
* Infants (0 - 11 months) shall be served formula or breast milk unless written authorization is provided by the child’s licensed health care provider (juice, for example)
* Milk, other than cow’s milk, shall be served according to nutritional guidelines for the age of the child and/or in compliance with dietary preferences or restrictions when written authorization is provided by the child’s parent or licensed health care provider
* Cereal shall not be added to a bottle containing formula, milk, juice, or water without written parental permission
* Unpackaged bulk foods shall be stored in clean covered containers, dated and labeled as to the contents
* Families will also be provided a private/ secluded area to breastfeed.

**Warm World Infant/Toddler and Preschool**

Children are allowed to eat their breakfast at Warm World prior to 8:00 AM. At that point, children are moving on with all the exciting things that are planned for the day. The Y provides bowls, spoons and milk. All remaining multi-day food/beverage supply must be returned to the parent at the end of the week. We are not able to keep children’s food items over the weekend.

A morning and afternoon snack is served to each child, keeping in mind any special allergy problems or dietary needs. A snack menu is posted in advance for parents.

The date and name of child must be on the outside of the lunch box. A microwave is available on a limited basis for quick warm ups. Food must be ready to eat, staff cannot add to the item. Milk is provided for the children. Pop and hard candy are not allowed.

**School-Programs**

A daily snack will be served to each child in **After School Program, Camp Wanacombak,** and **Holiday Camp**, keeping in mind any special allergy or dietary needs. A snack menu will be posted in advance for parents.

**Camp Wanacombak**

1. Camp will provide a morning and afternoon snack each day.

2. Snacks will be served informally.

3. Staff members will be seated with their group.

4. Special dietary problems will be handled by the food service supervisor under the directions from camper’s parents.

5. Camp director is responsible for checking that diet provided meets camper needs.

6. All weekly menus will be kept on hand, at camp, for the entire season.

7. Meal Schedule:

AM SNACK 9:00 AM

PM SNACK 3:00PM

8. Snack will be given before and after returning from field trips.

9. Parents must provide a sack lunch, with a nutritious beverage (no pop or juice).

#### *Water is always available in classrooms and is offered at all meals and snacks. Snacks and meals are served family style. Snacks should be set up so that children can serve themselves.*

#### ACCIDENT/INJURY NOTIFICATION POLICY

YMCA child development programs will notify parents of accidents, injuries or incidents as follows:

* For all accidents or injury, staff will complete an “Incident Report”. Parents will be able to view the “Incident Report” through Brightwheel in real-time.
* Verbal notification will occur at pickup time for minor injuries, incidents such as a minor scrape on the knee that only requires staff to provide first aid.
* Notification will occur immediately via telephone call to parent for serious injuries/incidents. If unable to reach parent, the emergency contact person will be contacted immediately for more serious injuries, illness, or incidents such as head injuries of any kind, excessive bleeding or seizures.
* If necessary, staff will call an ambulance. Until the arrival of parent, physician or ambulance, supervisor staff will make medical decisions. Parents are responsible for any incurred expenses.
* **Please keep the Y up-to-date on emergency phone numbers for your child's sake.**

#### ILLNESS POLICY

It is the policy of Warm World to exclude children, staff and volunteers from program who may be infectious or who demonstrate physical symptoms that require continual one-to-one care.

Deciding when a person is infectious is sometimes a matter of opinion, HOWEVER, the guidelines established have been written under consultation with the CDC, Health Department and a local pediatrician’s office. These guidelines are used, even if they differ from the opinion of a family pediatrician/doctor. While sensitive to the fact that as working parents you have responsibilities to your work, the first priority must be safeguarding the health of all children at the center. It is suggested that you have an alternate plan for care

 when your child is ill. The child development environment is intimate. In spite of all the health procedures employed, the most effective means of minimizing the spread of infection is to exclude children from care who may be infectious.

# Guidelines for excluding children/staff/volunteers

Child will not be able to remain for care if

* Temperature is higher than 100.4 on the forehead, 99 degrees or higher with armpit thermometer or 99.5 with oral thermometer.

Symptoms that require program removal:

* Illness - unable to participate in routine activities or need more care than staff can provide.
* Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired, persistent crying, etc.
* Diarrhea and or vomiting (within 24 hours after)
* Runny nose with colored mucous
* Any unidentified rash
* Any symptoms of a communicable disease
* Sore throat
* New onset of severe headache, especially with fever

COVID-19 Guidelines

* Children/Staff should also stay home if they:

• Are in quarantine due to exposure to an individual with a confirmed case of COVID-19 or

• Have other signs of illness described in the sick policy

# When can a child/staff/volunteer come back

Usually a person can come back to group care under any of these circumstances:

1. The person’s temperature has been below 100.4 degrees for 24 hours without Tylenol/aspirin/Motrin.
2. The person has been diagnosed as having a bacterial infection and has been on an antibiotic for 24 hours.
3. It has been 24 hours since the last episode of vomiting or diarrhea.
4. The nasal discharge is not thick, yellow or green.
5. Eyes are no longer discharging, or the condition has been treated with an antibiotic for 24 hours.
6. The rash has subsided or the physician has determined that the rash in not contagious.
7. After COVID-19 quarantine; we follow the local health department guidelines

**Additional information for specific illnesses**

**Chicken Pox**

* Any person who has contracted chicken pox may return to the center when all pustules are dry. This can be as soon as six to ten days but may take longer.
* Parents of children with chicken pox must notify the center immediately so that the other families who may have come in contact with the illness can be notified.

**Head Lice**

* Any person who has contracted head lice (pediculosis) will be removed from the center and parents will be notified immediately.
* The person may return to the center after being treated and checked by a Warm World staff member. The person may not return to the center if any nits are still existing.
* Parents must notify the center immediately if head lice is discovered while at home.

**Pink Eye (Conjunctivitis)**

* Any person who has contracted pink eye may return to the center after receiving treatment for a 24 hour period.
* Parents may wish to keep their child out of the pool for a period of two weeks due to the fact that chlorine is an irritant and can cause the disease to re-occur.
* Parents must notify the center immediately if pink eye is discovered while at home.

These policy decisions are based on information provided by the Health Department and a local pediatrician’s office. Parents will be notified of any exposure by a posting of information by the parent information boards in your child’s center.

If an illness occurs when a child is attending the program, the parents will be contacted. Staff will contact the parent via telephone immediately by using the child emergency contact cards. If unable to reach the parent, a message will be left on the answering machine then the emergency contact person will be contacted immediately. If determined by staff that the seriousness of illness requires an ambulance - 911 must be called. If 911 is called staff must follow the Serious Injury or Accident Procedure.

**After School Program** - Please contact the YMCA Youth Development Office Coordinator at (810) 987-6400 ext. 131 before 10:00 AM on days when your child is ill or will be absent for other reasons. Be sure to leave your child's name and school with the message. We need to know where your child is every day for the child's own safety and accountability. When you only notify the school of an absence or early pick-up, the YMCA staff are not notified.

**BODY FLUID PRECAUTIONS FOR CHILD DEVELOPMENT WORKERS**

YMCA child development programs follow the following recommended licensing guidelines designed to maintain a healthy environment:

### Hand Washing

1. Use soap and running water
2. Rub hands together for at least 10 seconds
3. Scrub between fingers, backs of hands, and nails
4. Rinse hands under warm running water
5. Dry hands thoroughly with paper towel
6. Turn off faucet with paper towel
7. Discard paper towel

#### Handling Body Fluid Spills

1. Wear gloves
2. Use paper towel to clean spills and remove solid materials
3. Disinfect area with bleach and water solution (1 ½ cups bleach to 1 gallon water)
4. Discard paper towel in plastic trash bag
5. Remove gloves inside out and discard in plastic trash bag
6. Close bag and discard
7. Wash hands

**Non-washable Surfaces (Rugs, Upholstery)**

1. Wear gloves
2. Sprinkle sanitary absorbing agent on body spill (Clora Sorb, X-O Odor Away, Discard)
3. Use paper towel to remove solid materials
4. Discard of paper towel in plastic trash bag
5. Remove gloves inside out, discard of paper towel in plastic trash bag
6. Close bag and discard
7. Vacuum
8. Rug or upholstery shampoo as directed by manufacturer (put on new gloves if scrubbing is required
9. Re-vacuum
10. Wash hands

**Soiled Washable Materials (Clothes, Towels, Etc.)**

1. Rinse item under running water using gloved hands (utility sink)
2. Place item in plastic trash bag and seal until washed
3. Wipe sink with paper towels and disinfect, discard towels
4. Remove gloves, wash hands
5. Wash soiled items separately
6. Add ½ cup bleach or ½ cup non-chlorine bleach to wash cycle
7. Discard plastic bag
8. Wash hands

#### Toys

1. Collect contaminated toys in dish pan throughout the day
2. Soak in bleach and water solution (1 ½ cup bleach to 1 gallon of water) for 10 minutes
3. Rinse thoroughly
4. Air dry overnight
5. Wipe contaminated toys that cannot be soaked with bleach and water solution, rinse, and air dry overnight
6. Wash plush toys with ½ cup non-chlorine bleach

#### Table Washing

1. Wipe table with soap and water mixture
2. Wipe table with clear water
3. Wipe table with bleach and water solution (1 tablespoon bleach per 1 gallon of water)
4. Let tables air dry

#### Controlling Infection

1. Guidelines for exclusion:
2. Fever over 100.4 degrees
3. Vomiting or diarrhea
4. Eye discharge
5. Excessive cough or nasal discharge
6. Unidentified rash
7. Symptoms of communicable disease
8. To rejoin center:
9. Fever must be below 100.4 degrees for 24 hours without medication
10. On antibiotic for 24 hours
11. 24 hours have passed since vomiting or diarrhea
12. Nasal discharge is not thick and colored
13. No more eye discharge and on medication for 24 hours
14. Rash has subsided or physician has determined that the rash is not contagious

3. Cleaning the center—follow steps listed in **B. and C. (previous page)**

#### Diaper Changing Procedures

1. The diapering area will be physically separated from food preparation.
2. The staff will have diapering supplies within easy reach.
3. The diapering service will be sanitized after each use.
4. The caregiver will frequently check diapers/training pants and change any that are wet or soiled.
5. Disposable gloves will be used only for one specific child and then be disposed of properly.
6. The caregiver will thoroughly wash his/her hands after each diaper change.
7. Toilet training shall be planned cooperatively between the child’s primary caregiver and the parent as to provide consistency between the center and the child’s home.
8. Equipment for toilet training shall be provided. Child sized toilets will be cleaned and sanitized after each use.

If you would like more information about guidelines or procedures, please contact either of the following:

**CENTER FOR DISEASE CONTROL ST. CLAIR COUNTY HEALTH DEPT.**

 (800) 311-3435 (810) 987-5300

 [www.cdc.gov](http://www.cdc.gov) www.stclaircounty.org/offices/health

#### MEDICATIONS

The YMCA will administer prescription and non-prescription medication that:

* is in the original container
* the child has received previously
* has a pharmacy label including the child's name, the doctor's name, name of medication and dosage.

A medication sheet must be completed and signed by a parent for each separate medication and occurrence. If a medication is to be administered on a long term basis, a medication sheet must be reviewed and updated every 30 days.

#### SUSPECTED CHILD ABUSE

The YMCA is legally obligated by the Department of Human Services to report any suspected cases of child abuse and neglect.

#### TORNADO

When official notice of a TORNADO WARNING is received, children will be relocated to a planned shelter area until an "all clear" is given. Staff will monitor the radio in each center and be aware of all present weather conditions. A warning means that a tornado has been sighted. The center has additional emergency procedures posted.

**RELOCATION PLAN**

In the event that the children/staff are unable to return to the child development center, children will be relocated to gearing elementary or Emmanuel Lutheran Church.

1. Teachers will escort the children by means of walking.
2. Staff will contact the parents by means of phone using the emergency contact information cards for immediate pick-up. If unable to reach parent a message will be left then emergency contact person will be contacted immediately.
3. The center will post a notice with the relocation site address on the child development entrance doors. The notice will be seen from the outside.
4. The center will notify the local law enforcement agency so they can let parents know where their children have been taken if a parent contacts the police department.

**PLAN FOR THE EVACAUATION OF CHILDREN WITH SPECIAL NEEDS**

1. The center will identify students whose needs require assistance in the event of an evacuation.
2. Any child with mobility issues that require full or guided assistance will be assigned to their Primary Teacher.
3. The Primary Teacher of the child(ren) will assist them into equipment or guiding child by the arm to safety evacuate them from the building.
4. A different evacuation route may need to be identified to accommodate, cribs, wheel-chairs or other mobility devices, and to prevent delays in the evacuation of other children.
5. Evacuation caregivers will evacuate the building and take children to Woman’s Life or SEMCO.
6. If staff and children with special needs are unable to evacuate the building, they are to proceed to the following area for rescue assistance Parking Structure or Front Porch of the YMCA.

**PLAN FOR THE EVACUATION OF INFANTS AND TODDLERS**

1. Infants will be evacuated together using the cribs from the infant room.
2. Toddlers will use the Bug Rope where they will each child will take hold of a handle and be led by the teachers with one in front and one at the back. The Bug Rope is maintained at all times and easily available in the Toddler classroom that is available in the classroom.

**Warm World Infant/Toddler and Preschool**

Infant/Toddler and Preschool remains open whenever possible. There will be an announcement on the radio at the earliest possible time if there will be any closings.

**School-Age Programs**

When school has been canceled BEFORE students attend classes in the morning, there will be no After School Program. (**A CREDIT will be applied ONLY for those using the Snow Day Camp Program.)**

The YMCA will offer a "Snow Day Camp" held at the YMCA in the event that school has been canceled for a full day. Children in kindergarten through fifth grade are invited to spend the day at the YMCA. Swimming will be available if the Y's schedule allows. Children are asked to bring a sack lunch and drink, a swimsuit and towel and appropriate outerwear. Tuition must be paid in full when the child arrives. Our "Snow Day Camp" will be available from 7:30 AM - 6:00 PM. Parents are responsible for providing transportation to and from the YMCA.

WHEN SCHOOL HAS BEEN CANCELED AFTER CLASSES HAVE ALREADY BEGUN FOR THE DAY, THERE WILL BE NO PRIME TIME, OR SNOW DAY SPECIAL PROGRAMS HELD THAT DAY. CHILDREN WILL BE INSTRUCTED TO GO HOME. PARENTS SHOULD MAKE PREVIOUS ARRANGEMENTS WITH NEIGHBORS, ETC., SO THAT CHILDREN KNOW WHERE THEY ARE TO GO IN ADVANCE.

In the event that St. Clair County declares a "Red Alert", all YMCA child development programs will be canceled. If the Centers are already open at the time of the declaration, staff will make every effort to contact parents to pick up their children immediately so that the Center may be closed.

#### UNSCHEDULED SCHOOL CLOSINGS

In the event of any other **unscheduled district wide school closing**, we will follow the same procedure as outlined for cold weather, offering a “Special Day Camp” when school is canceled before students attend classes in the morning.

##### PESTICIDE USAGE

As part of the Warm World Child development Center’s pest management program, pesticides are occasionally applied. Parents have the right to be informed prior to any pesticide application made to the child development grounds and building. Parents are provided notification by a posting center entrance of the Y, and by a flyer placed in their child’s cubby. In certain emergencies, pesticides may be applied without prior notice. Contact the Early Childcare Program Director, with any questions regarding this policy.

#### ARTICLES FROM HOME

**Warm World Infant/Toddler and Preschool**

We ask that you leave toys at home as we cannot be responsible for lost or stolen items. An exception would be toys that are needed to help ease your child's entrance into the program or a special soft toy/blanket for nap time.

**School-Age Child development**

For the **Summer Day Camp and After School** Programs, we ask that you leave electronic games (such as switches and phones) and trading cards at home, as we cannot be responsible for lost or stolen items.

#### REST TIME

**Infants/Toddlers**

Infants and toddlers will nap as often as needed. Crib bedding is provided. YMCA child development follows State of Michigan Licensing Rules for Safe Sleep:

* Infants sleep in cribs
* Infants sleep on their backs\*
* Nothing in sleep area
* Firm mattress with a tight-fitting sheet
* Infants’ faces are uncovered – sleepers are used instead of blankets
* Infants are not overheated or overdressed

\*For infants who cannot rest or sleep on their back due to disability or illness, parents must provide specific written instructions signed by a physician that detail an alternative safe sleep position and/or other special sleeping arrangements.

Due to licensing rules, blankets may not be placed on children in the crib. Parents may provide a sleep sack for their child to be warm and comfortable during their nap.

**Warm World Preschool**

Parents are asked to bring a small pillow with a pillowcase and a small blanket clearly labeled with their child's name. These items should be brought in a bag and must be taken home each week to be laundered. Nap time/rest time is scheduled for all children attending and is required by licensing. We do recognize that children may outgrow the need for nap time. Those children that do not sleep are required to remain on their cots. We will provide a quiet activity or books during this time.

#### DIAPERING/TOILET TRAINING

Parents with a child in the Infant/Toddler program must provide their own diapers, wipes and ointment. Diapering/toilet training guidelines are as follows:

* Diapers should be disposable or from a commercial diapering service
* All diapering is performed in a designated diapering area
* All children are frequently checked to see if a new diaper is needed
* Toilet training routines are established between staff and parents in order to maintain consistent routine

Parents are notified (verbal or written) when supplies run low. If parents do not bring in the specified items (formula bottles, diapers and wipe refills), they will receive an invoice charging $3.00 for each item.

Children will be considered toilet trained when the child **can do the following:**

1. Be able to tell the adult they have to go potty before they have to go.
2. Be able to pull down their underwear (not pull-ups) and pants and get them back up without assistance.
3. Be able to get on the toilet by themselves.
4. Be able to wipe themselves after using the toilet.
5. Be able to get off the toilet by themselves.
6. Be able to wash and dry hands.
7. Be able to postpone going if they must wait for someone who is in the bathroom or if we are out of the classroom.
8. Have fewer than 2 accidents per week.

**EQUIPMENT**

Children in YMCA child development benefit from a wide array of equipment in the gym, pool and outdoor playgrounds. Physical activities are uniquely designed with young children in mind. Moreover, Y classrooms are filled with wonderful opportunities for every child to explore.

#### BIRTHDAYS

Parents may bring a treat to share in celebration of their child’s birthday. Please check with staff regarding the number of snacks to bring and to be notified of allergy exceptions.

#### FIELD TRIPS

From time to time, YMCA child development programs take field trips. Parents receive advanced written notice of these trips and may be asked to help supervise.

**CAMP WANACOMBAK**

**GENERAL TRANSPORTATION POLICY**

**DRIVER QUALIFICATIONS**:

All Drivers Of Camp Vehicles Must Be:

* At least 18 years old, 21 years old if transporting campers.
* Possess a valid U.S. driver’s license appropriate for the vehicle to be driven and the circumstances of its use.
* Be listed on camps insurance policy.
* A chauffeur’s license is preferred.
* All staff must complete an orientation and training prior to driving camp vehicles.

**VEHICLES:**
Drivers must complete a pre-trip safety check and document it. The camp director will periodically check vehicle logs and perform prevention maintenance at intervals as recommended by vehicle manufacturer. Once a year, all vehicles must be inspected as required by State law.

**RIDERS:**

* One staff member in addition to the driver will accompany each group of 12 or less campers.
* All riders must remain seated.
* Campers will refrain from distracting the driver.

**EVACUATION:**
Prior to operating the vehicle, the staff will be aware of all available exits from the vehicle to be utilized. If while operating the vehicle and emergency evacuation is needed, then campers are to be evacuated away from vehicle to a safe area free from other hazards and held as group until they can be released to their parents or another vehicle. Once clear of vehicle, staff will take a head count. The vehicle will be marked with hazard triangles if in a traffic area. Staff must immediately contact 911 if necessary and contact the camp director.

**LOADING/UNLOADING:**

* All loading and unloading of campers and gear will be done off roadways.
* Campers are to remain orderly and enter and leave in single file.
* A staff member is to take attendance/make head count each time campers enter or leave.
* No gear can be stored in a manner that causes aisles or exits to be blocked.
* If practical, there should be no occupants in a bus when fueling.

**TRIPS:**
When a vehicle leaves on a trip with campers aboard there must be a trip agenda left behind. The driver should carry maps, emergency hospital information, campers’ records and emergency health release, camp emergency contact numbers, and cell phone.

**Transportation Procedures:**

* Emergency transportation will be available via Tri Hospital with a response time of under 5 minutes must be available at all times.
* The camp vehicles must be serviced regularly and maintained in safe operating condition. Written logs will be kept of service and inspection.
* For all vehicles, a safety checklist of the following items will be completed each time the vehicle is refueled: Lights, tires, windshield wipers, emergency warning systems, horn, oil level, brakes, and coolant level. This check should be documented in writing in the vehicle log. This is kept in the glove compartment.
* Every vehicle used for transportation of staff and campers must be equipped with a first aid kit, tools, fire extinguisher, flashlight, blanket and flares/emergency triangles.
* Drivers of all vehicles should have a valid driver's license and shall obey all Michigan and local laws. Any traffic violations are the responsibility of the guilty staff member.
* Only staff members authorized and tested by the Camp Director may drive the camp vehicles. Alcohol, use of any form of marijuana, or smoking is not permitted in the vehicles at any time.
* Campers shall not interfere with the driver of the vehicle. An extra supervisor shall ride on all buses following camp supervision ratios.
* Private cars in camp should park in the staff lot and not accessible to campers.
* Any time a staff member accepts a ride or borrows a private car the arrangement is between the staff member and the owner; the camp does not accept responsibility.
* Use of personal cars for camp business must be authorized by the Camp Director.

**Aquatic Procedures and Emergency Plan**

**Aquatic Area: Swimming Procedures and Emergency Plan Aquatic**

**Procedures: General Rules**

* All swimming activities must be supervised by a minimum of two counselors. At least one of the counselors must be certified in CPR/First Aid. The ratio of counselors to aquatic participants must be 1:10 minimum.
* No running or jumping along the pool deck.
* Line up in a quiet and orderly fashion until the lifeguard lets you in.
* Enter and leave the waterfront area only through the gate with your counselor.
* While at the beach, pool please limit personal belongings to towels, shoes (when necessary) and backpacks. It’s unsafe to wear chains or dangling earrings while swimming.
* Campers may not chew gum or have candy in their mouth while swimming.
* Campers are not to talk, bother, splash or distract the lifeguards; they have an important job to do!
* Stay off and away from the rope separating the shallow from the deep. Do not go over or under the rope for any reason.
* Remain within the swimming enclosures.
* No head-first diving.
* No throwing mud or splashing

**Swim Test**

* All campers must complete a swim test before aquatic activities.
* This swim test classifies swimmers according to their ability.
* All campers and staff are considered non-swimmers unless tested.
* I understand that swimmers and non-swimmers 15 and under will be required to complete a swim test and wear the appropriate color of wristband:
	+ **GREEN:** Full access to recreation and competition pools and/or use slides. Swimmer must be able to swim 25 yards unassisted without a break, able to tread water for 15 seconds, and able to jump feet first off of diving block and come back to the surface unassisted.
	+ **YELLOW:** Access to recreation pool. Swimmer must be able to have his/her head completely above the water. He/she should be able to go underwater, lift feet off the bottom of the pool, and regain footing without assistance.
	+ **RED:** Non-swimmer. Non-swimmers are required to wear a U.S. Coast Guard approved life jacket provided by the Y, while swimming at the YMCA.

**Buddy System**

* Everyone in the swimming area must check in and check out on the buddy boards with the staff member in charge of the buddy board. They must always swim only in the area into which they are checked.
* To Check In: Buddies will present their tags together to the staff member in charge of the buddy board. The staff member will place the tags on the board in the appropriate area.
* To Change Areas: Buddies go to the Buddy Board, inform the staff member in charge of the buddy board that they wish to switch areas who will then move the tags.
* Then they will swim in the new area.
* Buddies must swim together in the same area. Always keep your eye on your buddy; you are your buddies’ best lifeguard!
* At the sounding of the buddy call (whistle), buddies raise their hands high together, and are completely SILENT until the sounding of the OK signal (2 blasts from the Counselor’s whistle)
* Buddy Checks are conducted at least every 10 minutes.
* Buddy call should never take no more than one minute.
* Speed is essential but be sure to count accurately
* Be aware of all swimmers in your assigned area and be on a constant watch for unsafe behavior and for campers swimming without/apart from a buddy.
* Counselors at the buddy boards must be constantly aware of camper traffic around the buddy boards. Campers should not be touching the buddy tags on the board at any time. Only counselors place tags on the board or remove them when the swimmers are finished swimming.

**Emergency Procedures**

* Buddy Call Totals Do Not “Check” If totals do not check during a buddy call, the emergency call procedures will immediately be implemented. If a camper cannot find his/her buddy, we will immediately call for a buddy check. If the buddy check counts do not confirm the buddy tags on the buddy board as the same number of swimmers in the water, the emergency call procedures will be immediately implemented.

**Emergency Procedures/Lost Swimmer**

* When a buddy call reveals the number on the buddy board does not agree with the number of swimmers, OR, when a swimmer cannot find his/her buddy, it is absolutely essential that staff move calmly, but quickly and implement the lost swimmer search. Submersion can cause permanent brain damage due to oxygen deprivation and potential death in just a few minutes. A buddy call, takes precious time; it is essential that these procedures happen quickly. If we must conduct a search, it must be conducted efficiently. There will be an emphasis on this at staff training, as well as practiced throughout the summer.
* When the lost swimmer search is initiated, the buddy board guard must contact by radio (the camp director and designated staff). The camp director will immediately contact 9-1-1. All staff will immediately report to their assigned emergency positions. All campers will immediately report to their counselors.
* The procedure for the lost swimmers’ search will be demonstrated and practiced during staff training and will be practiced throughout the summer. All staff at the waterfront, as well as any other staff present, will be assigned to the search team.
* The camp director will assign each staff a position on the sweep line, and the team will conduct a quick and thorough sweep of the entire swimming area. The search will begin in the deepest areas and progress to the shallowest swimming areas.
* Additional Staff will accompany campers in their groups. They will keep the campers away from the emergency, calm and engaged.
* As there is a likelihood of emergency vehicles, it is vital that the campers not be in the way of these vehicles.
* These staff members are also playing an essential role in this emergency. In all likelihood, campers will become upset during this procedure. It is very important for staff to respond appropriately to these legitimate camper concerns.

**Severe Weather**

* All staff will be alerted to severe weather watches (i.e. conditions are favorable for severe weather, but such has not been reported yet). Swimming may proceed during severe weather watches as long as there is heightened awareness of the weather conditions, and campers can be removed quickly from the water if weather conditions deteriorate.
* In the event of a severe weather warning (i.e. severe weather has been reported) or conditions determined by the camp director are no longer safe enough to operate the water. The camp director signals a buddy check and conducts an orderly and quick end of swimming process.
* All campers are cleared from the swimming area through the buddy boards or other check in/out process.
* Campers and staff shall report to the safe areas designated by the severe weather plan, or if necessary, the immediate proximate safe area.

**CULTURAL COMPETENCY PLAN**

YMCA child development programming recognizes individual diversity and respects cultural differences. The child development programs create a warm friendly environment that embraces the unique aspects of each student and their families. Child development staff members work with students and families to create, implement and embrace cultural differences and diversity into the school setting. Students, families and staff members are encouraged to introduce and incorporate cultural competency by introducing new ideas, celebrations and holidays. If families have a different home language, our program will have materials to support/ incorporate home language such as photos, books, etc.

Cultural competency will be incorporated in the school setting yearly through displays, bulletin boards and informational handouts in regards to culture, diversity, holidays and celebrations. Each staff member is required to receive 3 clock hours in cultural diversity training yearly. Upon enrollment, parents are responsible for completing enrollment packets which contain information specific to the needs of the student and their families as well; as information regarding home language, family culture, and home life. All child development staff members encourage students to express themselves and their own individualism. Programs offer several different age appropriate materials such as books, dramatic play items, and displays to promote and encourage cultural diversity.

**SPECIAL NEEDS SERVICE PLAN**

YMCA child development programs do not discriminate against students with physical, emotional or cognitive impairments. The child development programs follow strict federal guidelines in accordance with the Americans with Disabilities Act to accommodate and promote a conducive to learning environment for all students and families. Referral information is routinely available from classroom teachers, office staff and administration in regards to internal and external services and agencies. Child development staff routinely work with school district professionals, RESA and other agencies to help identify, educate and promote educational success and accommodations to students with special needs. Child development staff maintain yearly continuing education to stay compliant, educated and informed of the changes and requirements for working with students and families with special needs.

Upon enrollment, parents are required to complete enrollment packets that help us identify individual needs and or accommodations. In order to best serve out families and students, we consult with RESA and the intervention specialists to become more informed and implement appropriate practices to individual needs. Teachers complete ASQ screenings twice a year on all students to assess development, social, emotional and cognitive abilities. The results of these screenings are shared with families during conferences. Results from family’s feedback will be utilized in lesson plans.

**TRANSITION PLANNING**

The students and families in YMCA programs are provided resources, manuals and information upon enrollment in regards to daily structure and activities during the school year. Parents are encouraged to actively participate in their child's education through volunteering. Staff members will continuously work with families to build rapport, and gain greater understanding about each individual student’s needs. Families are encouraged to provide pictures of themselves to be incorporated into the classroom setting.

During the school year, students may be transitioned into other classrooms based on age appropriate settings and individual growth and development. Prior to this transition, families are made aware of the transition plan and are introduced to the new classroom and staff members. A transition letter may be sent to families prior to students transitioning into another classroom. Students will "visit" the new classroom several times prior to actual transition. Parents and families are encouraged to also take part in this process. The transition plan typically starts two weeks prior to the actual transition. Because all children learn and grow differently, some transition plans may vary based on individual needs.