



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# CHILD CARE PARENT HANDBOOK

YMCA of Northern Rock County



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### **Philosophy**

The Center is about the basics of life: trusting, caring, learning, comfort and safety. Families trust the Center to provide their children with the same things the Y has been providing for years – the opportunity to develop a healthy spirit, mind and body.

The Center curriculum is designed to encourage children to build healthy, happy attitudes and to acquire competencies and skills through a variety of work and play experiences. Our goal is to develop a positive self-image, to foster a joy of learning, to expand understanding and to assist children in forming rewarding social relationships. The development of desirable attitudes, healthy habits and skills is the end result. All Center programs will integrate character development standards into daily operations.

## **I. POLICY**

### **A. Licensing**

The Center is licensed through the Department of Children and Families Division of Early Care and Education. The program will display the DCF-251 Licensing rules for Early Learning Centers/Y Care and DCF-252 Licensing rules for Day Camp/Schools Out, and the most recent licensing inspection report for the Group Day Care Centers and Day Camps. These are available upon request for review and references. The program will display the DCF license on the bulletin board in the entrance for parent review. This license will reflect:

#### **YMCA Early Learning Center - Janesville**

Hours of operation: 6:30 am – 6:00 pm

Months of operation: Year round

Days of operation: Monday-Friday

Capacity: 50

Ages: 2 Years -12 Years

#### **YMCA Day Camp - Janesville (Day Camp and School's Out)**

Hours of operation: 6:30 am – 6:00 pm  
 Months of operation: Year round  
 Days of operation: Monday-Friday  
 Capacity: 100  
 Ages: 4 Years -12 Years

**Parker YMCA ELC (and School's Out)**

Hours of operation: 7:00 am – 5:30 pm  
 Months of operation: Year round  
 Days of operation: Monday-Friday  
 Capacity: 32  
 Ages: 2 ½ Years-6 Years

**Y-Care (Milton East)**

Hours of operation: 7 am-5:30 pm  
 Months of operation: September-June  
 Days of operation: Monday-Friday  
 Capacity: 32  
 Ages: 4 years-9 years

The most recent licensing inspection report will be posted next to the license including any non-compliance or enforcement actions. The Y will comply with all laws governing facilities and operations. The Youth Development Director will submit any concerns or violations to the department in writing. The parent handbook is available for review at any time.

**B. Minimum child to teacher ratios\***

*\*Ratios reflect State licensing rules, we strive to meet NAC ratios, which are smaller.*

<b>Children's Age</b>	<b>Min. # of staff to children</b>	<b>Max. # of children in a group</b>
Birth to 2 Yrs	1:4	8
2 - 2 ½ Yrs	1:6	12
2 ½ - 3 Yrs	1:8	16
3 year olds	1:10	20
4 year olds	1:13	24

5 year olds	1:17	34
6yrs & up	1:18	36

### **C. Enrollment**

Forms are located on the Northern Rock County YMCA website or in person at the Welcome Center at both locations. Appointments are encouraged before enrolling to tour the center and receive paperwork. This gives parents a chance to view the center and ask questions. Parents may email or return forms in person to the center. Along with the non-refundable \$35 registration fee and the first two weeks tuition fee until the bank draft schedule is set up.

### **D. Children's Records**

Parents with children participating in the Center program must have the following forms completed and submitted for each child as follows:

- The YMCA Contract for Care
- The Y Registration Form on file prior to the first day of attendance.
- The Child Health Report (must be on file within 3 months of attendance and signed by a MD, NP or PA)
- The Child Care Immunization Record must be on file by the first day of attendance and must be updated with any changes/additions.
- Parent Code of Conduct
- ASQ
- CACFP HSIS (Janesville only)
- Additional forms as needed?

\*Parents do have access to all documentation on their child. Please refer requests to the Youth Development Director.

### **E. YMCA Delegation of Authority**

1. Lead Teacher
2. Youth Development Coordinators
3. Youth Development Director
4. CEO

### **F. Non-Discrimination**

The Y is committed to provide equal opportunities and does not discriminate by race, color, sex, age, national origin, religion, creed or special needs. The Center will be managed by a Center Director. Please refer to the YMCA Delegation of Authority with questions or concerns related to program structure.

### **G. Child Care Inclusion Statement**

The Center welcomes all children. It is the policy of the Center to provide a safe environment for all children. The Center has the obligation to ensure the physical and emotional safety of each of the children entrusted to its care. To the extent it is reasonably

able to do so, the Center will provide accommodations to children with varying abilities in the same manner as services are provided for other children of comparable age.

#### **H. Confidentiality Policy**

All children's records will be maintained by staff to ensure confidentiality of all personal information. Parents or persons authorized in writing by parents may access children's records and reports upon request. Only other agencies with legally authorized access will be able to review records. Staff and volunteers will maintain all information in a confidential manner. In addition, information regarding a child's needs will only be shared with staff that are responsible for the individual.

#### **I. Schedule Changes**

Schedule changes must be requested 2 weeks prior to the change. The Y does reserve the right to deny changes based on availability. Please use the schedule change request form located on our website: [www.ymcajanesville.org](http://www.ymcajanesville.org) under programs. This form must be turned in to the Youth Development Director.

#### **J. Termination**

If your child is removed at the request of the Y, there will not be a notification period. The Y reserves the option to withdraw a child for any of the following reasons: non-payment of fees as agreed upon, repeated failure of parents to pick-up on time, failure to provide program with forms or current medical information as stipulated by State Licensing and this handbook, continuous behavior problems, or hostility by parents toward YMCA staff or volunteers. Terminations may be appealed in writing to the Youth Development Director. If a child is removed at the request of a parent, a 2 week written notice is required.

#### **K. Classroom Availability**

As an inquiry is made for an available space in the Center, an Interest Form will be sent to the inquiring parent. Once the interest form has been returned to the center, the center will e-mail the parent to confirm placement on the list.

It is the applicant's responsibility to ensure all personal data (i.e. email addresses, alternative contact\*) is up to date. An email will be sent to all families on the interest list to indicate any openings as they become available. A response date will be indicated in the email. Once that date has arrived we will then look at responses and place them in order of when the interest form was received by the Y. We will periodically request email responses to check if families would like to remain on the list. If a response is not received within 10 days your child's name will be taken from the list. Please be sure to call if you do not receive the emails. When a space becomes available, classroom vacancies are filled in the following order of priority:

- YMCA of Northern Rock County employees scheduled 30 hours or more.
- Any child currently enrolled in the center has priority to move into an older classroom based on birth date and/or readiness for the classroom. If two children



have the same birth date, the child enrolled first at the center will move into the older classroom first.

- Any sibling of a child(ren) currently enrolled in the center.
- The earliest full-time child added to the interest list based on the date the interest form was received.
- The earliest part-time child added to the list based on the date the interest form was received.

In certain situations, the Youth Development Director and staff may determine that the normal move up order by birth date is not appropriate. Some considerations are maturity, social skills, communication skills, etc.

The Youth Development Director will discuss the situation with the parents involved prior to sending out notification and implementing the move. The final decision on transitions will be made by the Youth Development Director.

#### **L. Classroom Availability Part-Time Requests**

The Center may have a limited number of part-time enrollment spaces available in each age area. Children in part-time enrollment situations share a full-time enrollment slot, e.g. one child attends on Monday, Wednesday and Fridays and another child attends on Tuesday and Thursday.

The Y recognizes the need for part-time care and is committed to providing part-time spaces for children whenever possible. If you require part-time care, your child will be enrolled as space permits. However, due to financial considerations, the center must give priority to filling spaces on a full-time basis. The Center has the right to offer other days, a full-time space, or two week's written notice if the part-time space the child is occupying can no longer be accommodated. If current families require a change in their timetable, they will be given the first opportunity to revise their schedule as space permits. Requests for full-time families to reduce their days to part-time will only be granted if the remaining days can be matched with someone on the interest list.

#### **M. Half-Day Requests**

The Center may offer half-day opportunities for children based on enrollment. In addition, half-day requests will be treated the same as part-time requests. The center will give priority to filling spaces on a full-time basis.

#### **N. Parental Involvement Communication**

The Y strongly encourages parents to become involved in the Center. You can do this in many ways:

1. Accepting and using the BrightWheel app for checking your child in and out as well as communicating throughout the day
2. Showing interest in your child's activities
3. Reading newsletters and taking time to discuss your child's day with his/her teacher
4. Attending special functions
5. Helping fundraise and/or making donations

6. Volunteering to help with field trips
7. Sharing hobbies, talents, skills and careers with the children upon request
8. Talking with your child about their day
9. Serving on our YMCA Board of Directors/Childcare Committee

Our staff will include parents in the following ways:

- Daily Written Reports- Preschool and 4K receive periodic written reports regarding specific events. Notes can be found in your child's cubby.
- Daily Verbal Reports-As parents arrive or pick up their children staff members work schedules to ensure parents get the key feedback about their child's day.
- Special Events-Parents are invited to various special events-watch for posting on the main doors or in the monthly newsletters for these announcements.
- Parent-Teacher Conferences-Parents will be invited in a minimum of 2 times per year to discuss their child's progress and development within their classroom.
- Parent Newsletter-Parents will receive a newsletter monthly from their classroom teacher and from the Youth Development Director. This information will be e-mailed or placed in your child's family cubby.
- Mailboxes-Children will have a classroom mailbox/ cubby within their room for artwork and take home items. This will be used to communicate monthly newsletter, weekly lesson plans, monthly lunch menus, etc. E-mails are collected upon enrollment where we can also communicate the above information.

#### **L. Media Release**

At various times throughout the year we will be taking photographs or videos of children for educational and decoration purposes (i.e.: photos on bulletin boards or cubbies). Please be aware that we will allow parents to photograph or video during special performances/ events. In the event that we would publish a photograph or video (i.e.: program guide, brochures, or newspaper) we would refer to the registration agreement indicating permission.

#### **M. Security**

Our number one priority is the safety of our children and teachers. Our center is a secured facility and admittance is granted only to staff, parents/guardians, authorized nonparent/guardian pick-up/drop offs, visitors with approval, licensing officials and others at the discretion of the Youth Development Director. Please note: certain areas of the center are monitored and videoed for observation and security purposes.

#### **N. Keeping Child Information Current**

It is important that parents keep the office apprised of changes in contact numbers-home, work, and cell- as well as changes of address or email addresses. We will also need updated emergency contact numbers, changes in designated pick-up people, or pertinent medical or educational information. Please give these changes to the director in writing or by email. Because of our need to contact you immediately concerning the well-being of your child it is essential all information be kept current. Continued failure to update information may result in termination.

## **O. Personal Belongings**

All children's belongings should be labeled with their first and last names. Because of activities including sports and arts/crafts, children should wear clothing that is appropriate for movement and messy work. Please be sensitive that whatever you bring for your child **MUST** fit in their cubby. Staff is not responsible for lost, stained or soiled clothing or any other personal belongings that are lost or damaged.

## **II. PAYMENT AND ATTENDANCE POLICY**

### **A. Payment Policy**

- \*Fees schedules are available upon request
- Returned drafts will incur a \$15.00 fee
- Parents with more than one child enrolled in the center will receive a 10% discount on second and subsequent children. Discounts will be applied to the oldest child's account.
- Bank draft is required for scheduled payments.
- Fees are charged on a weekly basis and based on registration.
- Due to enrollment and scheduling in classrooms, switching days can only be approved by the Youth Development Director and will be granted if space is available.
- A one-time \$35.00 per family registration fee and first week's tuition is required at the time of enrollment. This registration fee is non-refundable & non-transferable.
- Tax requests are available upon request by phone or by filling out a request form. Please allow two- weeks for processing.
- The Y does work with a collection agency for unpaid balances.
- Any family with an unpaid balance may be terminated from the center and restricted for program registrations.
- Once weekly tuition is paid, no refunds.
- Additional fees may apply for field trips.
- Fees vary from weekly to daily - please review our website for more information.

### **B. Financial Assistance/WI Shares**

The YMCA of Northern Rock County offers financial assistance to parents to help offset the cost of child care, however, we require participants to contact their local county Human Services Office (listed below) to determine eligibility. If eligible, the Y needs to have a contract from the county to verify the number of hours that they will pay for. This contract needs to be sent to the Y at least two-weeks prior to the enrollment beginning.

Rock County  
1900 Center Ave.  
Janesville, WI 53546  
1-888-794-5780

If your family does not qualify for assistance through the state, the Y will make financial arrangements with you. The Y provides financial assistance for families in need through contributions to our Annual Campaign. Please contact the Director for more info.

\*See page 8 for Financial Assistance information.

### **C. Annual Campaign Donations**

The Y's Annual Campaign provides life-changing financial assistance for families, seniors, children and military personnel in our community. Please contact the Youth Development Director for more information.

### **D. Sign In/Out Policy**

It is the parent or guardian's responsibility to check your child in and out using the Brightwheel app. Parents must accompany their children to the classroom. In addition, parents must inform teachers of special instructions for the day in person or using Brightwheel. Teachers will maintain responsibility and know whereabouts for every child in their care at all times.

### **E. Absence Policy**

It is imperative that we are notified if your child will not be attending the program on a normally scheduled date. Please notify us as soon as possible at

- Janesville Y – 608-754-9622 ext.112
- Parker Y - 608-868-9622 ext.105

You can also notify staff using BrightWheel (preferred)

When calling please state your first and last name and your child's first and last name. Please notify the Youth Development Director of any communicable illness your child may have as well. If you do not call our staff, we will call within one hour of your typical arrival time to see if you will be attending.

### **F. Late Pick-up Policy**

- Our program is licensed until (5:30 Parker ELC) 6:00 pm (Janesville) and staff are scheduled to stay open until closing time at each location. A late fee of \$1.00 per minute, per child will be charged.
- If your child is not picked up within 30 minutes, the local authorities will be called.
- If you are running late, please call us in advance so we can plan appropriate staffing and reassure your child.
- Chronic late pick-ups will be grounds for dismissal.

## **III. Education & Development Policy**

### **A. Program Activities**

YMCA program activities will provide each child with experiences to encourage several areas of development, including large/small motor, creative, social, intellectual and cognitive opportunities.

Ages 3 and up (Janesville Location only)

- Will receive physical education in their curriculum once a week.
- Free swim and swim lessons within center hours at least twice a week.

## **B. Program Planning & Scheduling**

Each classroom's curriculum helps to ensure that children are exposed to activities and opportunities that will prepare them for success in school and into the future. Currently the ELC's are using Second Step, which aligns with both Janesville and Milton school districts. Teachers will provide children with experiences which promote all of the following:

- Self-Esteem and Self Image Development
  - Maintain staff and child interactions which are warm, nurturing and compassionate
  - Provide materials which support the child's progress and meet developmental level.
  - Encourage each child to develop his/her own independence and problem-solving skills through the use of classroom materials and experience.
  - Maintain a daily routine which is consistent and predictable.
  - Plan activities that are consistent with the child's development, interests, experiences, ethnicity and cultural backgrounds. Cultural diversity will be evident in programs, supplies, snacks and meals.
  - Use positive communication between adult and child, and child and child.
  - Stress importance of process, not product, and that each child is valued for individual achievements.
- Social Interaction through:
  - Creative play experiences.
  - Planned family activities.
  - Group time.
  - Teacher-directed, planned activities.
  - Interaction at the meal table.
  - Music, song and finger play.
  - Community programs and field trips set up to provide social interaction with outside sources when possible.
- Self-Expression and Communication Skills:
  - Group story time in which children participate.
  - Readily available tapes, DVDs and books.
  - Show and Tell.
  - Teacher-directed activities.
  - Creative play experiences.
- Creative Expression:
  - Readily available access to creative art materials and creative play equipment.
  - Opportunities to use constructive toys.
  - Use of community resources.
  - Exposure to the fine arts.
- Intellectual Growth:
  - Learning centers that challenge children.
  - Homework assistance when appropriate.

- Opportunities to participate in decision making.
- Intentional teaching and planning
  - Individual goals will be written and lesson plans will reflect goals being met.
  - Teachers will reflect on their lesson plans during the week, evaluate the outcome and make adjustments as needed. Changes to lesson plans will be made to accommodate a child's needs.

### **C. Religious/Holiday Celebrations:**

The goal of the program is to provide an appropriate learning experience in a non-denominational Christian atmosphere. Christian books may be read. When appropriate, activities will be encouraged to encompass cross cultural awareness and acceptance of others. Respect will be demonstrated for all individuals.

### **D. Treats for Birthday/Holiday Celebrations:**

We celebrate birthdays after lunch or during afternoon snack time. When the Center celebrates special holidays, teachers may ask for treats to be eaten during the celebration. We ask that all treats brought into the Center are pre-packaged; no foods prepared outside the Center may be served. Please consider the nutritional value of any snacks which you bring. Some suggestions are fruit, muffins, jello cups, chips and salsa, animal crackers, etc. Due to the number of children with food allergies, please check with the teacher if you are planning to bring a treat. No peanut products may be brought. Another alternative to food treats for a birthday is to donate a book, CD or DVD in honor of your child's special day. Arrangements can be made in advance with the teacher for a parent or grandparent to read the book during a special classroom visit. Our center will be glad to place a sticker in the book, CD or DVD honoring the child's birthday celebration. Balloons are fun but can be very dangerous and a cause for allergic reactions in young children, so please do not send balloons.

### **E. Invitation Policy**

Party invitations may be distributed by your child's teacher. Placing/ taping invitations to cubbies can hurt feelings of children you may not invite.

### **F. Child Evaluations/Conferences**

We will complete portfolios on all children. Teachers will be available to schedule individual conferences a minimum of two times per year. Our portfolios will be used to:

- Identify children's interests and needs
- Describe the developmental progress and learning
- Design classroom curriculum and adapt teaching practices
- Communicate with families
- Arrange for referrals when necessary

### **G. Referrals**

When staff suspects that a child has developmental delay or other special needs, this possibility is communicated to the families in a sensitive, supportive, and confidential

manner with documentation and explanation for the concern, suggested next steps and information about resources for assessment. Identifying children with disabilities or delays early can help minimize or prevent future problems.

## **H. Technology Policy**

The center uses the philosophy that children learn best through interactive, hands-on activities. However, at times videos or computer programs may enhance a particular concept in our lesson. Sometimes videos are watched in conjunction with a special occasion.

## **I. Program Schedule**

The Center program schedules are planned to include the following daily schedules. Tentative timeframes will be posted in the classroom. Planning for all age groups will be developmentally appropriate and approved by the Youth Development Director.

- Large Group Activities: Children are encouraged to interact in a large group, take turns, participate themselves and allow others to participate with them.
- Small Group Activities: Children are assisted in developing particular skills such as cutting, tracing, balancing, hand-eye coordination, color identification, etc.
- Story Time: Children are exposed to age-appropriate literature and are encouraged to use their imagination, to build vocabulary and to develop listening skills.
- Meal Time: Children will be encouraged to learn group cooperation, language development, social interaction, self-serving, and good nutrition and to try a variety of different foods. In addition, our staff sit and eat with the children to role model appropriate eating habits.
- Transitioning to/from Activities: Staff will limit time children have to wait in lines and minimize transitions throughout the day.
- Rest: Children under 5 years in child care for more than 4 hours will be given an opportunity to nap or rest. If a child does not sleep after 30 minutes of rest they will be allowed to get up and have quiet activities.
- Clean Up: Children are encouraged to participate in the care of their environment.
- Outdoor Play: Daily schedules will include outdoor play, weather permitting.
- Walking Trips: Walking field trips will be taken frequently on Y property. Walkie talkies will be carried in case of an emergency.
- Character Values: Children will be exposed to a variety of activities, projects and role modeling that reinforce positive values. The Y will implement a character development program that emphasizes caring, respect, responsibility and honesty.
- Early Morning and Late Afternoon Care: Children enrolled in early or late stay programs will be provided a program which offers a change from the daily routine. This will include rest and quiet areas, recreation outdoors or active play and opportunities to choose activities.

## **J. Field Trips**

Field trips can represent an integral part of the curriculum. These social and cultural experiences are to enhance the academic program. Parents will receive notification of all field trips. Included will be a permission slip and the cost, if any.

## **K. Character Counts**

At the Y we believe that character counts in everything we say and do. We emphasize four core values through our program. We hope that all of our staff, children and parents will join us in teaching each other about what it means to be a person of character. The four core values are:

- Honesty: Being honest, dependable and loyal
- Respect: Showing courtesy and manners
- Caring: Being kind, compassionate and understating, showing love and charity to others
- Responsibility: Being accountable, doing your best

## **IV. CHILD GUIDANCE & SAFETY POLICY**

### **A. Child Guidance Policy**

The goal of the Center is to guide children in becoming cooperative, happy and responsible participants through positive, non-threatening teaching techniques involving problem solving, communication, and negotiation skills. Environmental room arrangements and setting of limits shall be carried out to help each child learn self-control, make correct choices, identify feelings and develop a healthy understanding and respect for others. Children will practice using the art of communication and negotiation in settling any dispute that arises between them. Caregivers will be in close proximity to encourage children and use active listening to help facilitate negotiation skills. Daily schedules and weekly lesson plans will be posted inside and outside all classrooms. They will be followed to provide consistency, help children thrive and build their bond of trust with caregivers. Our center responds to crying, fussing or distraught children in a caring, nurturing manner. We respond quickly to find out what the child's need is (diaper, hunger, anxiety, etc) . Children are comforted by words, rocking and engaging them in different activities.

### **B. Discipline**

#### **DISCIPLINE POLICY**

Disciplinary action can be any one or all of the following at the sole discretion of the YMCA. The employee is required to demonstrate they understand the process by:



a. Submitting in writing that they understand the steps they must take in order to keep their job.

b. Submitting in writing that they understand the consequences of continuing not to meet the YMCA's expectations going forward.

If the employee decides to not follow this process, the employee will be considered a voluntary quit and not eligible for Unemployment Insurance or other benefits. If the employee returns to work but doesn't live up to the commitment, they are subject to termination and can be discharged for cause without qualifying for UI benefits.

1. Counseling: Dialogue between staff member and immediate supervisor regarding the situation, the need for improved performance or conditions and specific results within a specific time period, including verbal and written warnings.
2. Probation: Notice to a staff member by immediate supervisor of expected results within a specific time period with termination of duties to follow if the stated conditions are not met. Placement on probation does not guarantee employment for the duration of any probationary period.
3. Suspension: All suspensions with or without pay are to be approved by the CEO, Director of Administration, COO or VP of Operations. All staff members involved in incidents that need to be investigated may be suspended with or without pay until appropriate action is determined
4. Termination: Termination of employment can follow any one; two or all of the disciplinary actions described or can be immediate as deemed appropriate based upon the facts of the individual case.

Unless approved by the CEO, Director of Administration, COO or VP of Operations, the employee will not qualify for any paid absence (holiday pay, PTO, etc.) during or after the Suspension and/or Termination phase of the Discipline Policy.

As a parent you can expect the following:

- Developmentally appropriate expectations for children
- Positive redirection
- Logical and appropriate consequences
- Role models of appropriate behavior
- Ignore minor misbehavior
- Consistent expectations
- Each child treated as an individual, respect his/her needs, desires, and feelings
- Acknowledgement when a child has made a good choice
- Teamwork and communication with parent
- Positive, developmentally appropriate discipline will be used when necessary to reinforce appropriate behavior. Staff shall never make a child feel a lack of self-esteem or self-worth. Physical punishment is never appropriate!

Appropriate forms of discipline that may be used:

- Going over types of acceptable behaviors with the child
- Reviewing the choice that was made and what might have been a better choice

- Redirection of inappropriate behavior
- Loss of privileges
- Our last resort is a phone call to the parent or guardian to pick the child up from the center for the day and continued communication and support regarding the behavior.

### **C. Chronic Disruptive/ Aggressive Behavior**

We find that behavior guidance issues arise infrequently when the children are actively involved with other children, our staff and the curriculum. Daily activities are designed to be developmentally appropriate for the individual age groups within the center. Preferred behavior guidance techniques include setting clear, enforceable limits, modeling acceptable behavior, structuring the environment to maximize good behavior, planning enough activities, giving choices, teaching the use of acceptable alternatives, anticipation of problems, redirection and use of direct and logical consequences. Children may separate from the group temporarily, if less intrusive methods of behavior guidance have been ineffective and the child's behavior threatens the wellbeing of other children or staff. The safety and welfare of all the children at the Center are of primary concern. While the staff will make every effort to work with children and their parents to promote appropriate behaviors, there are situations when additional action may be necessary.

**Initial meeting:** If a child's extreme, uncontrollable behavior continues to physically or emotionally endanger staff and other children at the Center despite positive guidance techniques, or if a parent is uncooperative with staff in working toward their correction of their child's chronic disruptive behavior, a meeting with the child's parents will be requested by the Youth Development Director and the child's teachers. The problem will be defined in writing and goals for correction will be established. Involvement from internal resources will be used to come up with a successful plan for all parties.

**Second meeting:** If, after a predetermined time frame, the initial plan for helping the child fails, a second meeting will be requested by the Youth Development Director. The problem will be identified again and new approaches will be defined. We will work with the family to find possible outside referrals/ resources to work with the child/family.

**Suspension/Dismissal:** If no progress occurs within the established timeline, suspension will result. Parents will be responsible for payment during the length of the suspension. The period of suspension may vary from the remainder of a day to one week relative to the severity of the problem. Dismissal of the child will occur after three suspensions for the same behavior, or immediately if the child's behavior severely injures a staff member or another child.

The Y reserves the right to terminate with no notification; however, we understand this inconvenience to the parents. Every attempt will be made to accommodate a 2 week notice of termination.

### **D. Biting**

The center recognizes that biting for children six weeks through 2½ years old is developmentally age appropriate. Parents with children in this age group should expect that their children may be bitten, or will bite another child. The staff understands that parents are concerned and become upset when their child has been involved with a biting incident. We ask that parents remember that biting is developmentally appropriate, and that our staff will be working to identify situations that provoke or

elicit this behavior. They will encourage either the child who has bitten to help care for the child who has been bit or they will redirect the children to different activities in separate areas of the room. Staff will use words like, "biting hurts" or "our mouths are used for eating."

Parents will be expected to work with staff to identify methods and strategies to curb this behavior. If a child is a habitual biter, parents will be asked by a Youth Development Director to not return their child until comfortable with the environment.

Children older than three-years of age may occasionally be involved in a biting incident. With this age group, our staff will use the discipline procedures outlined under discipline. In addition, our staff will observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior.

Parents will be notified by incident/accident report at the time of pickup for both children involved. The bite site will be washed with soap and water. Ice will be applied if needed. This information is considered confidential so information regarding the identity of the children involved will not be released. We do recommend that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

#### **E. Adjusting to the Center/Teachers:**

Separation from parents and adjustment to a new environment may be challenging for children. The Y teachers are well trained to provide support during sensitive times. If a child is having difficulty because a parent has left, the teacher will allow the child to express his or her anger or sadness, offer comfort, and try to engage the child in an activity. If the child continues to be upset and cannot be consoled within a reasonable amount of time or refuses to participate in the program, we will call the parent to discuss how the staff might help your child. Our goal is to help your child adjust and have a successful day.

#### **F. Prevention Policy of Child Abuse/Neglect**

- Parents are invited and encouraged to visit the program sites at any time and do not need to ask permission or make an appointment.
- Staff providing direct care for children at our Child Care Center will be identified by an identification tag that is familiar to the children.
- The Youth Development Director will visit classrooms to ensure that program quality, standards and policies are being maintained.
- Written reports on these observations will be maintained by the Youth Development Director.
- Staff will be alert to the physical and emotional state of all children at the center. When any sign of injury or suspected child abuse is detected, the Youth Development Director will be notified immediately and 911 or Child Protective Services will be called.
- The Y will offer information on child abuse and assistance to parents and staff through trainings, counseling, and use of printed and audiovisual resources as requested.
- Under no circumstances will YMCA staff release a child to anyone other than the authorized parents, guardians, or to an individual authorized by the parents in

writing (including relatives of children). Sign-in and sign-out logs will be maintained by using Brightwheel. Reports can be run on request.

- YMCA staff will not discipline children by use of physical, verbal, or emotional punishment. In addition, they will not fail to provide the necessities of care, such as food and shelter.
- Two reference checks on all prospective employees will be conducted, documented and filed prior to employment.
- Criminal record checks are conducted on all staff working with or around children.
- A YMCA of the USA-approved Child Abuse Prevention training will need to be completed within the first 90 days of employment and renewed every two years. This training will include information about the signs of possible child abuse and the approved procedures for the reporting the suspicion of abuse.
- Any evidence of unusual bruises, contusions, lacerations, or burns found during the informal health check shall be noted on the child's record and reported immediately to the Youth Development Director.

#### **G. Releasing a Child in a Custodial Situation**

- If there is a custody problem, the center is legally bound to respect the wishes of the parent with legal custody. The Youth Development Director may ask for a certified copy of the most recent court order. As the child's caregiver, it should be made available.
- If there is no court order, the center will not accept responsibility for deciding which parent has legal custody.
- The center will only allow one person to be financially responsible for the account.

#### **H. Releasing a Child to Unauthorized Person**

- If an unauthorized person attempts to pick up a child, the Y's staff will not release a child under any circumstances. All authorized pick-up people must be in writing prior to picking up the child.

The well-being of all children enrolled in the Center is of primary importance.

The responsibility of the provider is to see that the child is safely supervised. Staff will ask for identification when the person is not familiar to the teacher.

#### **I. Adult Under The Influence**

If the child care provider feels the adult in question is not in a condition to be driving, the following options are available:

- Offer to call another authorized adult to pick the child up.
- Call 911 if the adult is aggressive, threatening, or refuses alternative pickup.
- Care of the child will be discontinued if the situation happens repeatedly.

#### **J. Reporting of Child Abuse/Neglect**

When there is suspicion of child abuse or neglect Child Protective Services and the Department of Children and Families must be notified immediately.

- a. The center will follow these reporting procedures:
  - Fill out an incident report with the facts and record it in the Medical Log.
  - Notify the Youth Development Director and the CEO.
  - The Youth Development Director will immediately notify Child Protective Services. This agency will conduct the investigation and give further instructions.
- b. If an employed YMCA staff person has been reported, the Youth Development Director will consult the Y executive, and without exception, suspend the person from all activities involving the supervision of children until an investigation is completed.
  - Regardless of where or under what circumstances the alleged incident took place, if an employed staff person is involved, it will be considered job related and affecting job performance.
  - Reinstatement of a staff person will occur only after all allegations have been cleared to the satisfaction of the responsible executive and the investigating agency.
  - All staff will be sensitive to the need for confidentiality in the handling of information in this area and will be instructed to discuss matters pertaining to abuse or suspected abuse only with the appropriate YMCA director.
  - Staff may not contact children or parents involved in an alleged child abuse incident without the permission of the appropriate YMCA executive.

#### **K. Abusive Head Trauma Training**

The Wisconsin Legislature's 2006 Prevent Violence Against Children Act went into effect in April 2007. The Act requires child care providers and preschool teachers working with children under age 5 to receive training on SBS prevention and how to manage crying, fussing, or distraught children. AHT prevention was added to the training when it was updated in 2020 by the Wisconsin Child Abuse and Neglect Prevention Board and the Wisconsin Department of Children and Families, in consultation with the National Center on Shaken Baby Syndrome.

#### **L. Feedback, Suggestions & Grievances**

We feel that a positive environment exists when parents and the program work together as partners. Parents provide valuable input which we can use to improve our program. The staff at the center appreciates hearing your positive and negative feedback. Our staff is committed to providing the BEST preschool experience for each child. If you feel this is not being accomplished, our staff wants this feedback. A parent wishing to share a concern regarding the center, staff, or program should contact their child's teacher first. Parents are urged to be direct and candid with staff when they have concerns. We ask that these discussions do not disrupt or take attention away from the children. Individual conferences can be scheduled upon request.

**Grievance Process:** Any complaints should first be directed to the teacher in your child's classroom.

If you feel that your concern has not been addressed, then schedule an appointment with the Youth Development Director.

If you are still dissatisfied with the way a problem has been handled, you should direct your concerns, in writing, to the CEO.

The CEO will review the situation and respond quickly to find a resolution

## **V. HEALTH CARE POLICY**

### **A. Ill Child Policy**

It is inevitable that children are going to get sick. When children are in child care, they will undoubtedly get sick slightly more often. The Center has to consider not only the individual child, but the health of the other children in care and the needs of parents and staff/volunteers. We do not provide care for children who represent a risk of spreading a Communicable disease or are not able to participate in activities.

### **PLEASE DO NOT SEND YOUR CHILD IF YOU FEEL THEY ARE TOO SICK TO GO OUTSIDE TO PLAY OR JOIN IN ON NORMAL ACTIVITIES.**

The Y follows the recommendations of the Wisconsin Department of Health Services. The following are some illnesses that affect children and may require exclusion.

\*Depending on the communicable disease we may need to report it to the Wisconsin Department of Health Services and to the Department of Children and Families.

If a child contracts a communicable disease not listed on the chart the Center Director will work with families on a case by case basis. The Center reserves the right to exclude services if we feel it is not safe for other families, staff or volunteers. Parents will be contacted and are expected to pick up within 1 hour.

If your child has been diagnosed with a communicable disease, we ask that you share the diagnosis with the Youth Development Director, so that we are able to post a notification of exposure for other families who may have been in contact with your child. It is required that a child remain home for at least 24 hours after a parent has been requested to take the child home because of symptoms of illness. The center reserves the right to require a doctor's release if the child's health is in question. All ill children will be kept confidential to protect the child's right to privacy.

### **B. Isolation**

An isolation area in view of staff shall be provided for the care of children who become ill while at the center. If the area is not a separate room, it shall be separated from the space used by the other children by a partition or other means. This will be used while children are waiting for the parent to pick them up. Parents are required to have the child picked up within one hour of notification. Emergency contacts will be contacted if the center is unable to connect with parents.

#### **Medical Log:**

- Staff will maintain a medical log indicating all injuries, accidents, and medication administered. Parents will be notified by staff and/or through BrightWheel. Incident reports will not be released to families unless requested.

## **C. COVID POLICY**

**Children will be asked to stay home or return home if any of the following applies:**

- Have a fever of 100.4 or higher
- Have had a fever of 100.4 or higher or other potential symptoms of COVID-19, such as shortness of breath or persistent dry cough, within the last 72 hours
- Have come in contact with others who have COVID-19

**To prevent the spread of COVID-19:**

- Children with signs/symptoms of COVID-19 or who have been exposed to others with COVID-19 will be asked to stay home
- Children who develop signs/symptoms of COVID-19 while at the program will be immediately separated from others and the program staff will contact the family member and/or emergency contact to pick the child up
- We encourage families to practice frequent handwashing at home
- YMCA of Northern Rock County will practice handwashing upon arrival to the program, before meals and snacks, after outdoor play, after using the bathroom, prior to going home, after nose blowing or assisting a child with blowing their nose, coughing, or sneezing
- Cover cough and sneezes with tissues, throw tissues in the trash, and clean hands with soap and water or hand sanitizer (if soap and water is not readily available)
- Clean and disinfect frequently touched surfaces at least daily, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks

**If an enrolled child or employee tests positive for COVID-19:**

- The local public health department and the Department of Children and Families Bureau of Early Care Regulation will be contacted. The YMCA of Northern Rock County will follow their guidance for next steps
- The program will post and notify families of any confirmed staff or child cases of COVID-19

**Returning to a child care facility after suspected COVID-19 symptoms**

If a staff member or child has symptoms of COVID-19 or is in close contact of someone with COVID-19, they can return to the child care facility if the following conditions are met:

- If an individual has a fever, cough or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, they can return to the center no sooner than 72 hours after the fever is gone (without the use of fever-reducing medication) and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
- If an individual is diagnosed with COVID-19, they must remain out of the program for a minimum of 7 days after the onset of first symptoms. They may return under the following conditions:

- If they had a fever: 3 days after the fever ends without the use of fever-reducing medication AND there is improvement in their initial symptoms (e.g. cough, shortness of breath)
- If they did not have a fever: 3 days after they see an improvement in their initial symptoms (e.g. cough, shortness of breath)

#### **D. Cleanliness/Hand Washing**

Children's hands will be washed with soap and water before eating and after toileting. Hands and faces will be washed before & after meals/snacks. Children under 3 years old will be assisted in all toileting procedures. Everyone working with children will wash their hands with soap and warm running water before handling and after assisting with toileting or diapering. Cups and eating utensils will not be shared. Wet or soiled clothing shall be changed promptly.

Parents are responsible for providing a complete change of appropriate clothing that is labeled and kept at the center. Disposable wipes, diapers, etc. will be used rather than cloth, unless parent requests otherwise due to allergy, and will be disposed of in foot-activated garbage containers.

#### **E. Pets**

Dogs or cats will be allowed in the center if pre arranged with the Youth Program Director. Pets will be treated in a manner that protects the well-being of the child and animal. Children with allergies will not have direct contact with animals. Parents will be notified of any animal visitors by a posting on the front door.

#### **F. Medication**

The center staff cannot administer any medications, unless the following guidelines are met:

- Parents must fill out and sign an Authorization to Administer Medication form which gives our staff permission and full instructions for administering the medicine.
- The medication is in its original container and clearly labeled with the child's name. All medications administered will be recorded in the medical log.
- Prescription medicines must have the following information on the container: child's name, name of drug, dosage, directions for administering, date prescribed and the physician's name.
- Be sure all medications are given directly to a staff member.
- Medications will be placed in a secure location out of the reach of the children. Medication that requires refrigeration will be kept in a separate area within the refrigerator.
- When sending medication for infants, be sure to provide the measuring device necessary for the dosage. Tylenol and other over-the-counter drugs will not be administered unless approved by the director.
- Missed medicine dosages or other problems related to medication will be communicated to the parents immediately.
- Authorization of medication form must be completed for sunscreen and bug spray.

#### **G. Sanitation**

All cleaning chemicals and supplies will be kept out of the reach of children. Toilet rooms and fixtures will be in sanitary conditions at all times. The center will not use potty chair



receptacles. Soaps, toilet paper, disposable towels, and waste paper containers will be provided by the center. Furnishings, toys, cots and mats shall be cleaned when they become soiled. Eating surfaces will be sanitized before and after each use.

## **H. Injury** (at the Center and on field trips)

**PLEASE NOTE: In the event of an emergency, 911 will be called first.**

- The center will have an Emergency Procedure Plan that identifies specific guidance for staff.
- If your child is injured at a child care program site on a field trip, the Youth Development Director will take whatever steps are necessary to obtain emergency medical care.
- These include, but not limited to, the following:
  - Provide First Aid for minor injuries.
  - Attempt to contact parent or guardian.
  - Have the child taken to an emergency hospital.
- If we cannot contact parent, we will do one or all of the following:
  - Provide First Aid as appropriate and indicated in the center's emergency procedures.
  - Call an ambulance or paramedic.
  - Have the child taken to the closest emergency hospital by hospital personnel.
  - An Incident/Accident Report will be completed and a notation made in the medical log to notify parents of minor or serious injuries.
  - Off-site injuries will follow the same procedures above.

## **I. Universal Precautions**

Staff are trained how to address overall precautions when exposed to blood and blood-containing bodily fluids, as well as procedures for wearing gloves, hand washing and dealing with body secretions. Everyone exposed to blood or bodily fluids containing blood shall wash their hands immediately with soap and warm running water. Disposable gloves will be worn if there is contact with the blood or bodily fluids or tissue containing blood. Gloves will be disposed of after one use in plastic bags and hands will be washed with soap and warm running water after removal of gloves. For vomit, urine, feces or other bodily fluid spills, staff shall clean and disinfect the area affected including floors, walls, bathrooms, tabletops, toys, kitchen countertops and diapering areas.

## **J. Sunscreen**

With signed parental consent, all children six months of age or older will have center provided sunscreen applied when dictated by weather. Please feel free to bring in an alternative sunscreen with your child's name on it if you do not want the Center's sunscreen applied to your child.

## **VI. NUTRITION POLICY**

### **A. Schedule of Snacks and Lunch**

BREAKFAST	9:00 A.M.
LUNCH	12:00 P.M.
AFTERNOON SNACK	3:00 P.M.

### **Sample Menus:**

All children in the center will receive a morning breakfast and afternoon snack. Menus for snacks will be posted monthly. Each meal shall provide 1/3 of the daily nutritional requirement of the child and include diverse types of food.

Snacks shall consist of at least one of the following: milk or a milk product, fruit, fruit juice, vegetable, whole grain or enriched bread or cereal. When only fruit juice is served, it shall be pure fruit juice. Food will be stored in food grade plastic and labeled with the date it was opened.

### **B. Menu Planning**

The Center will be responsible for planning the menu. We will take into consideration the cultural and ethnic preferences of children. We provide nutritious and appetizing snacks that meet the U.S.D.A requirements. All snacks provided by the Y will be age-appropriate for children with the ability to eat table foods.

### **C. Meal Routines**

In addition, they will be encouraged to serve themselves when possible.

- Meals will be served with time for socialization.
- Children will be encouraged to take "no thank you bite" in order to try food being served.
- Food will not be used as a reward.
- All children will wash their hands before and after eating.
- Portions will be served to allow for seconds if requested by the child.
- Children eat with the group they are with throughout the day.
- Ages 3 & up will have meals served family style.

### **D. Special Diet Needs and Allergies Policy**

Children's specific needs and allergies must be listed on the enrollment forms and will be posted in classrooms for staff only. Our menus are developed to meet State Licensing Guidelines (see Nutrition Policy). \*If a child cannot eat from our menu, parents must substitute with a similar item. Parents may provide meals and snacks for children requiring specialty menus such as vegetarian or kosher if the center is not meeting the needs of the family.

\*At the Janesville Location – the center will provide substitutions related to an impairment (allergies/intolerances) supported by a medical statement.

### **E. CACFP Food Program – Janesville Location Only**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **VII. STAFF/VOLUNTEER POLICY**

### **A. Staff/Volunteer/Substitute Teachers**

All staff and volunteers are trained professionals who have expertise in educating and caring for young children and supporting working families. All staff have a minimum of 40 hours in Early Childhood development. Prior to employment, staff go through an extensive interview process and background and reference checks. After staff are hired they will receive an orientation, to include but is not limited to, a review of the following policies:

- DCF 251 licensing rules
- Accreditation Standards
- Emergency procedures
- Fire extinguishers
- Job responsibilities and job description
- Training to recognize illness and disease
- Center program activities
- Child management techniques
- Curriculum
- Safety/Security of children
- Health and sanitation

Within the first 90 days all staff is required to complete:

- First Aid
- CPR
- Child Abuse Prevention
- Blood Borne Pathogens
- Abusive Head Trauma Training

- AED
- Fire extinguishers and training

\*All staff and volunteers receive ongoing professional development.

\* Providers who work more than 20 hours per week will be required to obtain 18.75 of continued education. Providers who work 20 or fewer hours per week are required to have 11.25 hours of continuing education per year. (DCF251.05(4)(c) 1 & 2

## **B. Student Observers/Student Teachers/Interns**

On occasion, the center may have student observers, student teachers, or interns referred by a high school or college. These individuals will be supervised by the Youth Development Director and classroom teacher assigned. In addition, they may be involved in lesson planning, teaching, and interacting with your child.

Any visiting students will be expected to abide by our confidentiality policy. Student Observers/ Student Teachers/Interns will never be left alone with children and will not be counted in determining teacher/child ratios.

## **C. Volunteer Child Care Committee Opportunity**

The Child Care Committee is commissioned by the YMCA of Northern Rock County Board of Directors to provide guidance to the Association relating to Child Care Services. In accordance with Association goals and strategies, the committee will assure excellent child care services and programs. More specifically, it shall:

- Review and make recommendations to Child Care Policies and Procedures, considering the safety of all participants and usage in agreement with the mission of the organization. Examples include fund-raising, parental involvement, registration procedures, grant- writing, etc.
- Assure development and implementation of evaluation tools to gather participant feedback. Review and recommend staff training plans in accordance with results.
- Recommend collaborations and marketing strategies to enhance growth and awareness of child care services, including scholarship availability. The Child Care Committee meets bi-monthly.

If you are interested please contact the Youth Development Director.

## **D. Family Volunteers / Access to Center**

We encourage our family members to actively participate in our classroom. We love for families to share their knowledge, experiences, and careers or read a book to the children. Our staff welcomes families to assist in organizing child portfolios, creating bulletin boards or doing activities with the children. Please contact the Youth Development Director if you are interested. Parents are always welcome to observe their children or come into the center unannounced.

## **E. Babysitting**

Occasionally parents seek to employ center staff for off- site daycare/babysitting services. The Center does not prohibit staff members from such employment, however, this is a private arrangement between parent and staff member. The Center makes no representation as to the qualifications of staff to perform these services. Staff are not

permitted to accept or arrange such employment during their working hours; parents are requested not to approach staff during the Center day.

## **VIII. EMERGENCY AND CLOSING POLICIES**

### **A. Emergency Evacuation**

Plans for evacuation are posted near the inside of each classroom door. If your child is outside of his/her classroom (i.e.: the gym, pool, etc.), evacuation plans are posted near exits. The plans specify the location to report to in case of a tornado and the exit to use in case of a fire or other threatening situations.

If the Y's staff receives information regarding a threatening situation from YMCA authorities or other credible source, the Directors or MOD will evacuate the premises based on the situation.

Children will be safely escorted to the appropriate location, with a copy of the child's emergency information and a first aid kit.

### **Procedures Specific to Specific Emergencies:**

**Facility:** If the Y becomes unusable due to plumbing, electrical, gas, etc. during the day the children evacuated to a safe location and parents will be notified.

**Fire:** Children have practiced fire drills monthly. They will evacuate the classrooms and building and will meet at a safe location and parents will be notified.

**Tornado:** Children will evacuate the classrooms and will move to the lowest/safest shelter within the Y. Parents will be notified we are in shelter and no pickups will be allowed until the Weather Service has given them all clear.

**Intruder:** Staff will call 911 and we will be in lock down in the safest location until police arrive.

Children with physical or mental disabilities will be assigned to staff to make sure they have been properly evacuated.

Emergency numbers will be posted by all phones. Please note that there are many children in the program and it will take time to contact each parent. Remember that if the program has evacuated the building, staff will not be present to answer the telephone. The Y will have a designated individual as an emergency contact. This person will be available to respond to emergencies within 5 minutes.

### **B. Power Loss**

If the Y is unable to restore power within 20 minutes parents will be called to pick their child up. Our emergency lighting/heating is only available on a limited basis. Please remember in a power loss phones will be unavailable.

### **C. Snow Closings**

The Center will make every effort to stay open to meet your needs. If at all possible, our centers will only close when the entire facility announces closing. Please don't hesitate to call the Center before heading out on a questionable day. In addition, this information is on the news stations and our website, [www.ymcajanesville.org](http://www.ymcajanesville.org).

**D. Holiday Closings**

The Center will be closed New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

The Youth Development Director will provide parents with a sign up for the following holidays; Day after Thanksgiving, Christmas Eve Day and New Year’s Eve Day to determine enrollment if the center will remain open.

**E. Emergency Medical Source**

The center will utilize Mercy West Janesville/ Mercy North Milton for serious medical incidents. In these situations 911 will be called. Employee orientations will detail actual steps to be taken.

**F. Missing Child**

The Y always maintains at a minimum the State licensing ratios at all times. Additionally, in many cases we have volunteers within classrooms, which gives us more eyes to keep track of the children. Our staff members receive training on supervising and managing a group of children while on and off site. Continuous head counts maintain attention on every child’s location and activities. Staff members also count the number of children they have anytime they leave and return to the premises as well as periodically during excursions outside of the classroom. These headcounts reflect the number of children that are signed into our care at any given time. Should a child be missing, the staff will search the building and grounds completely as well as calling the police and parents immediately.

**G. Personnel**

Staff are required to notify the licensee, and the licensee is to notify the department, as soon as possible but no later than the next business day when: the employee has been convicted of a crime; has been or is being investigated by any government agency; has a substantiated governmental finding against them for abuse or neglect of a child or adult or for misappropriation of a client’s property; or has a professional license denied, revoked, restricted or otherwise limited.

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In Closing -

Thank you for choosing the YMCA of Northern Rock County Early Learning Center.  
We look forward to growing with your family.



## **CHILD BEHAVIOR AGREEMENT**

Dear Parent/Guardians,

First of all, we want to thank you for choosing the Y as your child care provider! We are looking forward to another wonderful season of programming. To ensure that everyone who participates in the program has the best possible experience, we are asking that every parent/guardian signs a behavior agreement and discusses the following with their child. The Y policy for dealing with behavior instances is as follows:

1. Warning
2. Logical consequence
3. Behavior Report, call home, consequence
4. After 3 behavior incidents – possible suspension, meeting with family

\*If behavior is severe, staff will skip steps accordingly.

Examples of severe behavior include:

- Disrupting the learning environment and/or interrupting the learning of others
- Not participating
- Bullying
- Physical abuse of any kind
- Failure to follow staff instructions thereby resulting in situations that put themselves, other children, or staff in physical danger.

- Leaving child care program property or immediate program area without permission
- Verbal abuse of other children or staff
- Behavior that is constantly interfering with the quality of the program
- Children threatening to harm themselves or other children

\*\*Severe behavior issues that continue to be an ongoing problem will result in termination from the program with no refund.

Child's Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## PRE-CAMP TRAINING DOCUMENTATION – DAY CAMPS

**Use of form:** This form is voluntary; however, completion of this form will facilitate the licensing process and help verify compliance with DCF 252.42(1)(a)4. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions:** All counselors and volunteers who are counted in determining the counselor-to-child ratio shall receive pre-camp training. The pre-camp training shall be for a minimum of 24 hours and shall include orientation at the base camp. Upon completion of training, trainer and counselor / volunteer shall initial and date the spaces that correspond to each completed item. The completed form shall be placed in the counselor / volunteer record for review by the licensing representative.

Counselor / Volunteer Name (Last, First, MI)	Position Title		Start Date (mm/dd/yyyy)	
Trainer Name	Trainer Position Title			
STAFF REQUIREMENTS	Trainer		Counselor / Volunteer	
	Initials	Date / Time	Initials	Date / Time
A review of DCF 252 [252.42(3)(a)1.]				
A review of camp policies and procedures required under DCF 252.41(1)(f) [252.42(3)(a)2.]				
Job responsibilities in relation to job descriptions 252.42(3)(a)3.				
Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling bodily fluids 252.42(3)(a)4.				
Daily activity plans and schedules 252.42(3)(a)5.				
First aid 252.42(3)(a)6.				
A review of plans required under s. DCF 252.41(1)(f)7. and 8. and 252.43(2), including the plans for a missing child, fire, or tornado, and for supervision when children are swimming, if applicable 252.42(3)(a)7.				
The procedure for ensuring that camp counselors know the children assigned to their care and their whereabouts at all times 252.42(3)(a)8.				
Training in the use of fire extinguishers and recognition of local poisonous plants, snakes, and other potential hazards on the premises, and procedures to be followed to protect the children from these hazards 252.42(3)(a)9.				
A review of child abuse and neglect laws; identification of children who have been abused or neglected; and the camp reporting procedures 252.42(3)(a)10.; 252.07(3)(b)				
Information on the care of children with disabilities enrolled in the camp and the procedure for sharing information related to a child's special health care needs, including any physical, emotional, social, or cognitive disabilities with any person who may be assigned to care for that child throughout the day 252.42(3)(a)11.				
Child management techniques 252.42(3)(a)12.				
For any person who will be providing care and supervision to children under 5 years of age, department-approved training in Shaken Baby Syndrome (SBS)/Abusive Head Trauma (AHT) prevention and abusive head trauma and appropriate ways to manage crying, fussing, or distraught children 252.42(2)(a)13.				