FAMILY HANDBOOK
YMCA Early Learning Center &
After School Enrichment

GREATER PHILADELPHIA YMCA
philaymca.org  |  215-963-3700
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PROGRAM OVERVIEW

Welcome
Welcome to the Greater Philadelphia YMCA Early Learning Center (ELC) and Before and After School Enrichment (BASE) programs. This handbook outlines policies for childcare programs with our YMCA, which are written in compliance with state and local regulations, high quality initiatives, and using the most up to date standards created for health and safety as outlined in Caring for our Children Manual, 4th Edition. Families are expected to comply with these policies to ensure the smooth delivery of our services. In addition to compliance with required state regulations, our programs participate in state Quality Rating Scale systems including PA Keystone STARS and Grow NJ Kids.

The YMCA offers experienced, professional and caring staff who are here to support your family’s need for care. Program activities and procedures are always provided in a safe environment. YMCA staff members are trained in areas such as First Aid/CPR, Fire Safety, Blood Borne Pathogens, Water Safety, Child Abuse Prevention, Emergency Procedures, and Health & Safety. Each staff member receives at least 12 hours of Child Development training annually.

YMCA Mission
The Y is a cause-driven organization that is for youth development, for healthy living and for social responsibility. That’s because a strong community can only be achieved when we invest in our children, our health and our neighbors.

With so many demands on today’s families and the increased focus on early brain development, families need all the support they can get to nurture the potential of youth. That’s why child care and early learning programs at the Y focus on holistically nurturing child development by providing a safe and healthy place to learn foundational skills, develop healthy, trusting relationships and build self-reliance through the Y values of caring, honesty, respect and responsibility.

Philosophy
The philosophy of the Greater Philadelphia YMCA ELC and BASE programs is to provide each child with a safe, warm and supportive environment in which to play and grow spiritually, mentally, and physically. We are concerned with the development of the whole child and believe that children learn best through multiple sources involving play and teacher initiated activities. The teacher’s primary objective is to meet the needs of each child with experiences that foster physical and social growth and development of positive sense of self.

In YMCA programs children strengthen more than muscles. Our programs are committed to the values of CARING, HONESTY, RESPECT AND RESPONSIBILITY. Together, guardians and staff have one mutual interest: YOUR CHILD!
POLICIES & PROCEDURES

ENROLLMENT AND ATTENDANCE

Non-Discrimination Policy
The Greater Philadelphia YMCA (“YMCA”) embraces values and beliefs which support and reflect the inclusion and appreciation of all individuals, regardless of race, color, physical or mental disability (including use of a guide dog, hearing dog, or service dog), religion, creed, sex, pregnancy, childbirth or related medical conditions, sexual orientation or affectation orientation, gender identity or expression, national origin, ancestry, nationality, age, veteran status, uniform service member status, genetic information, atypical hereditary cellular or blood trait, marital status, domestic partnership status, civil union status, familial status, or any other protected class under federal, state, or local law. We are proud to be an equal opportunity employer and provider of services to the community.

Non-Discrimination in the Provision of Services to Persons with Disabilities
As a place of public accommodation, the YMCA is proud to serve a diverse community of individuals, including those with disabilities. The YMCA will work with prospective and current participants with disabilities, and/or their parents/guardians, to ensure that individuals with disabilities are offered full and equal enjoyment to the YMCA’s goods, services, facilities, privileges, advantages and accommodations. The YMCA does not discriminate in the provision of services to individuals with disabilities, including children with diabetes, in any YMCA programs including, but not limited to, childcare, camps, before and after-school programs, classes and recreational programs. Accordingly, the YMCA will not exclude individuals with disabilities from enrollment. The YMCA also will not impose or apply eligibility criteria that tend to screen out or screen out individuals with disabilities.

Prospective or current participants with disabilities, and/or their parents/guardians, may, at any time, request modifications to the YMCA’s policies, practices and procedures and/or request auxiliary aids or services. Reasonable modifications and auxiliary aids and services can be wide-ranging. A few examples include: working with children who have diabetes to administer the necessary care they need, allowing a program participant to have a service animal, and providing sign language interpreters.

All requests for modifications or for auxiliary aids and services should be directed to the applicable Program Director, the Branch ADA Compliance Officer or the Association Office ADA Compliance Officer. Program Directors may be reached in person or by calling the Branch’s main telephone number and asking for the Program Director. Contact information for Branch ADA Compliance Officers is located at https://philaymca.org under the “About Us” tab.

The YMCA will work with prospective or current participants in our programs, and/or their parents/guardians, to promptly address all requests for modifications to the YMCA’s policies, practices and procedures and/or for auxiliary aids or services and to determine what reasonable modifications and/or auxiliary aids and services are available. Our goal is to ensure that all participants in our programs with disabilities have access to the full and equal enjoyment of all YMCA programs. Accordingly, the YMCA conducts individualized assessments on the specific facts of each request and will not apply a general prohibition against providing particular types of reasonable modifications. The YMCA will make reasonable modifications for individuals with disabilities, including children with diabetes, unless the request for modification amounts to a fundamental alteration of the applicable YMCA program. Similarly, the YMCA will provide auxiliary aids and services for individuals with disabilities, unless the request for the auxiliary aids or services creates an undue burden or amounts to a fundamental alteration of the applicable YMCA program.
The YMCA prohibits retaliation against any individual for exercising their rights to request and/or receive a modification to the YMCA’s policies, practices and procedures or auxiliary aids and services. The YMCA further prohibits retaliation against any individual who in good faith participates in any investigation or proceeding related to a request for modification to the YMCA’s policies, practices and procedures or auxiliary aids and services.

**Child Adult Care Food Program Non-Discrimination Policy**

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](http://www.ascr.usda.gov/complaint_filing_cust.html), (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:

1. **Mail:** U.S. Department of Agriculture  
   Office of the Assistant Secretary for Civil Rights  
   1400 Independence Avenue, SW  
   Washington, D.C. 20250-9410;  

2. **Fax:** (202) 690-7442; or  

3. **E-mail** [program.intake@usda.gov](mailto:program.intake@usda.gov)

*This institution is an equal opportunity provider.*

**Confidentiality**

Confidentiality of each child’s records, family, medical or other personal information is extremely important. Our policies are intended to demonstrate our respect for every family that places their children with us.

All records and information concerning a child and his/her family are to be kept confidential. Information can only be released upon written consent from the parent/guardian. Please respect our children, families and staff by refraining from discussing sensitive and confidential information. Please contact the Director with any questions regarding the confidentiality policy or access to records for your child or family.
Enrollment Paperwork

Fully completed enrollment forms are required before a child can begin being served in our programs. The forms must be reviewed by the director to confirm completion. A Health Assessment on an approved form along with immunization records signed by a pediatrician must be submitted as part of the completed enrollment packet. To maintain current child records, emergency contact forms and tuition fee agreements must be updated every 6 months minimally. Updates should be made immediately, including changes of address, any of the emergency contact persons or phone numbers, or those to whom your child may be released.

YMCA Membership

A YMCA Membership is required for every child who is enrolled. If the child is part of a Full Privilege Family membership, this requirement is fulfilled as long as the membership is current. This membership will need to be renewed annually for as long as the child is participating in a YMCA program. Children who are enrolled in certain programs receive a Free Youth Membership.

Daily Attendance

Attendance will be taken on a daily basis upon a child’s arrival to the program. We ask that you contact the program if your child will not be attending that day. Research shows that children who attend school on a regular basis achieve higher outcomes and increase their chances to reach educational and developmental goals. The YMCA wants to maximize the number of days your child attends school, and if needed we work with families to overcome barriers that prevent children from attending school consistently. Our goal is to support each child in earning an attendance rate of at least 90%.

Families are responsible for signing children in and out each day which will allow staff to report accurate attendance.

ELC Families - If your child is part of the PA Pre-K Counts or PHLpreK Programs (available only at select locations) or receives ELRC subsidized childcare, please be aware that regular, daily attendance is a MANDATORY REQUIREMENT in order to participate in these programs. You will be made aware of the minimum number of days that your child will need to attend in order to maintain participation in these programs. We are required to regularly report attendance for children in these programs. We will make every effort to alert you if your child is in danger of being disqualified because of lack of attendance. However, if your child’s funding is revoked, we may be forced to fill your child’s spot in the program with a child from the waiting list and we may not have room to accommodate him or her in our regular program. Please make every effort to have your child at the center on time every day.

See attached Attendance Policy Documentation Form

TUITION & FEES

Tuition & Due Dates

The tuition rates for the Greater Philadelphia YMCA ELC and BASE programs vary by location. Current rates can be found in the program office or on our website at www.philaymca.org. We will notify families of changes to tuition rates in writing. Tuition for the program is charged following either a weekly or monthly schedule.

Tuition that is charged weekly is due 10 business days (two weeks) before the day of care. Tuition that is charged monthly is due on the first of the month. However, if paying for several weeks or a month at a time, please be aware that payments must be made ahead of the required due date. Any payments received after the due date will be considered late and therefore subject to any late fees spelled out in the
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fee agreement signed upon registration. Weekly payments are considered late if received less than 10 days before the day of care. Monthly payments are considered late if received after the 5th of the month. Late payments are subject to a penalty and care may be suspended until payments are brought current.

An automatic payment option is available at all locations for your convenience. If you choose to sign up for the automatic payment plan, a credit card or bank account information will be stored in our system and will be drafted on tuition due dates. **Please note that payments for tuition must be paid at the YMCA’s Welcome Center or online and cannot be accepted at an ELC or BASE location.** Please see the Center Director for information about signing up for automatic payments.

**Late Payments & Delinquencies**
A late fee will be applied to any payments that are made after the noted days above.

Falling behind in payments or failure to pay can result in a child’s dismissal from ELC or BASE. A written warning will be issued prior to dismissing a child. Generally if a family falls behind in two payments, an interruption in child care services will occur. You may be asked to withdraw your child from the program until payment can be made. If there is a waiting list, your child’s spot may be filled by a child on the wait list and you may need to wait until another space becomes available to reenroll. If you foresee difficulty in making a payment, please see the director immediately so that arrangements can be made.

**Vacation Credit**
The Greater Philadelphia YMCA does not reduce or waive tuition for vacations or holidays. However, families participating in full time ELC only are entitled to two free weeks per year, after 90 days of enrollment, as long as there is a history of continuous, on-time payments. This policy is reviewed periodically and may change with notice.

**Emergency Closings**
In the case of poor weather or other emergency, the ELC or BASE program may need to close early or may not open. Tuition adjustments will not be made for these types of emergencies. Your branch will give you information regarding how you will be notified in case of an emergency closing. Please see site specific BASE winter weather policies for your program location.

**Withdrawal From Program**
The Greater Philadelphia YMCA requires 30 days written notice when terminating from a program. Any deposits paid at the time of enrollment will be applied to your account to cover any amount owed. If the required notice is not given, the deposit will not be refunded. If you receive ELRC funding, you are required to have all of your co-pays up to date before ELRC will allow enrollment into another program. If you wish to have your child’s records forwarded to another facility, please request this in writing at least two weeks prior to departure.

**Financial Assistance**
The Greater Philadelphia YMCA offers limited financial assistance to those who qualify for Child Care and other programs. If you are interested in applying for financial assistance, please complete a Financial Assistance Application. These can be obtained from the Welcome Center or downloaded from the website at [www.philaymca.org](http://www.philaymca.org). Funds are distributed on a first-come, first-serve basis and the amount of funds available varies from branch to branch. Financial Assistance funds are supported by our Annual Campaign. For information on how to contribute to our campaign, please see your center director or visit the branch’s Welcome Center.

Financial Assistance applications are reevaluated periodically and minimally every 12 months. If you are receiving financial assistance, you must report any changes in your financial status immediately.
HEALTH & SAFETY

Injuries & Accidents
In the case of a non-life threatening injury that occurs while in care First aid procedures will be followed. Parents/guardians may be notified of the situation via courtesy phone call, especially if the injury involves the head. At pick up time parents/guardians may be given an incident report to keep and asked to sign one that remains at the facility. Parents may be asked to pick up the child depending on the nature of the injury and the child’s reaction to being injured.

If your child is severely injured while attending the YMCA program, the staff will take whatever steps are necessary to obtain emergency medical care. We will make every attempt to contact you or your designated emergency contact first. If we cannot make a contact, we will have the child transported to an emergency room in the company of a staff member and will provide the hospital with the parent’s health insurance information (from your Emergency Contact Form). We use the nearest hospital. If you prefer a specific a hospital, we will do our best to honor this request. However, the ultimate decision will be made by the EMT.

Illness Policy
The health of all children attending YMCA programs is very important to the staff. By monitoring each child’s health status, teachers are able to maintain a healthy environment for the entire program. Any child who is unable to participate in daily activities due to illness should not be in attendance. If the staff feels that your child is too ill to remain in the program, you will be called. We will expect you, or someone you designate, to pick the child up within 2 hours of receiving a phone call. If we are unable to reach a parent/guardian, another person listed on the child’s emergency contact form will be called. Please be sure to establish a back-up person upon whom you can depend in an emergency. Illness guidelines established by the YMCA will help you decide whether or not to send your child to our program.

He/she should not be sent to care and may be sent home if any of the following conditions are apparent, and we may require a physician’s note for remittance:

- A temperature of 100.3° or more, or at Directors discretion
- Conjunctivitis (pink eye) until treated
- Contagious diseases including, but not limited to, measles, chicken pox, mumps, roseola, 5ths disease
- Hand/foot/mouth only if child has a high fever, blisters in mouth that prevent eating/drinking
- Inability for child to participate in the daily schedule at an acceptable level
- Vomiting regardless of the cause
- Abdominal pain that continues for more than two hours
- Mouth sores with drooling
- rash with fever or behavioral change
- strep throat or other strep infection until receives 2 doses of medication
- Diarrhea regardless of the cause
- Impetigo, ring worm, scabies, or Lice - until treated
- Severe cold, excessive coughing, sneezing, and/or excessive nose drainage causing inability to participate in the daily routine
- Bronchitis or other throat infections, until treated for at least 24 hours
The child must remain free of symptoms, fever (without medication), nausea, etc., for 24 hours before he/she can be readmitted to the program. Children with signs of communicable or contagious disease will be readmitted only with a signed note from a physician stating they are no longer contagious.

We try very hard to minimize infections and control the spread of disease with the following measures (as applicable by program):

1. Disinfecting the sleeping surfaces weekly.
2. Cleaning and sanitizing the eating areas thoroughly after each meal or snack.
3. Disinfecting the changing area after each child.
4. Washing hands after every diaper/pull-up change and before handling food. Vinyl gloves are used as necessary.
5. Supervising hand washing before meals, after toileting and upon entry to the classroom.
6. Disinfecting toys and play mats

**Notification of Infectious & Communicable Diseases**

YMCA is required to file a report with the Department of Health within 24 hours for certain communicable diseases so that control measures may be taken. Parents and staff are reminded to notify The Program within 24 hours if a child or family member has developed a known or suspected communicable disease.

The director is responsible for reporting such to the appropriate authorities. Parents of children enrolled in the program where an infected child attended will be provided with information regarding possible exposure to a communicable disease.

If a child has not been fully immunized for some of these diseases (due to age, medical condition, or religious reason) he/she will be excluded from the school during an outbreak of a vaccine preventable disease as directed by the State Health Department. Examples of “reportable diseases” include, but are not limited to:

<table>
<thead>
<tr>
<th>Respiratory Illnesses</th>
<th>Gastrointestinal Illnesses</th>
<th>Contact Illnesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox*</td>
<td>Campylobacter</td>
<td>Impetigo</td>
</tr>
<tr>
<td>German Measles</td>
<td>Escherichia coli</td>
<td>Lice</td>
</tr>
<tr>
<td>Hemophilus Influenzae</td>
<td>Giardia Lamblia</td>
<td>Scabies</td>
</tr>
<tr>
<td>Measles</td>
<td>Hepatitis A</td>
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<tr>
<td>Meningococcus</td>
<td>Salmonella</td>
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<tr>
<td>Mumps</td>
<td>Shigella</td>
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<tr>
<td>Tuberculosis</td>
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<td></td>
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<tr>
<td>Whooping Cough</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strep Throat (not required to report to state)</td>
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</tr>
</tbody>
</table>

*Chicken Pox – a note from doctor is not required to re-admit. A note from the parent is required stating that at least 6 days have elapsed since the onset of the rash, and that all sores have dried and crusted.

*A flu shot is part of the required immunization yearly for all children.

All parents will be notified in writing if a communicable disease has been reported. The Y follows the reporting guidelines established by the American Academy of Pediatrics. A copy of these guidelines is available for you to review in the Directors’ office.
**Medication Administration**

Parents/guardians must sign the medication log before any medication will be given. We will give your child medication only if the medication is in the original labeled package (bottle/box/container) (prescription or over-the-counter), is handed directly to a YMCA staff person, and is entered on a medication log and is accompanied by a doctor’s note.

Please do not alter any foods or liquids with medication without a doctor’s note and informing the child’s primary teacher. A medication log must be completed. **IT IS VERY IMPORTANT THAT MEDICATIONS NOT BE LEFT WITHIN THE REACH OF ANY CHILD.** We will not administer any medications in more frequent or larger dosing than per instructions on the container or per the prescription.

Over-the-counter medications will not be administered for more than two consecutive days without a doctor’s note and specific instructions. **The YMCA requires a doctor’s note for the administration of any medications whether they be prescription or over-the-counter.**

The Greater Philadelphia YMCA ELC and BASE staff will only administer medication to children according to the DHS policy listed in 055 Pa. Code 3370.133. Child Medication and Special Diets, listed as follows:

The operator shall make reasonable accommodation in accordance with applicable Federal and State laws to facilitate administration of medication or a special diet that is prescribed by a physician, physician’s assistant or CRNP as treatment related to the child’s special needs. Facility persons are not required to administer medication or special diets which are requested or required by a parent, a physician, a physician’s assistant or a CRNP but are not treatment related to the child’s special needs. When medication or special diets are administered, the following requirements apply:

1. A prescription or nonprescription medication may be accepted only in an original container. The medication must remain in the container in which it was received.
2. A staff person shall administer a prescription medication only if written instructions are provided from the individual who prescribed the medicine. Instructions for administration contained on a prescription label are acceptable.
3. The label of a medication container must identify the name of the medication and the name of the child for whom the medication is intended. Medication shall be administered to only the child whose name appears on the container.
4. Medication shall be stored in a locked area of the facility or in an area that is out of the reach of children.
5. Medication shall be stored in accordance with the manufacturer’s or health professional’s instructions on the original label.
6. A parent shall provide written consent for administration.
7. An operator is responsible to establish and maintain a medication log if prescription or nonprescription medication is administered.

A log must include the following minimum information:

1. The name of the medication.
2. The name of the child receiving the medication.
3. A requirement for refrigeration.
4. The amount of medication administered.
5. The date of administration.
6. The time of administration.
7. The initials of the staff person who administered the medication.
8. Special notes related to problems of administration.

Severe Allergy Treatment Policy

Children with severe allergies, such as allergies to bee stings, peanut products, etc., may be at risk of a serious allergic reaction in the ELC or BASE programs due to contact with ingestion of the allergen. Contact with these allergens may result in anaphylaxis - a severe allergic reaction with symptoms that may include swelling of the face and lips, hives, vomiting, diarrhea, shortness of breath, and difficulty breathing. Ultimately, anaphylaxis may cause a fall in blood pressure, unconsciousness, or death. The Greater Philadelphia YMCA is concerned for the health and safety of all children in our care. Accordingly, when an enrolling/enrolled child is known to have a severe, life-threatening allergy, parents/guardians must complete and/or provide the following:

1. **A signed copy of the Greater Philadelphia YMCA’s “Authorization for Emergency Care for Child with Severe Allergies” authorization form.**
   This form must be updated every six months. The authorization form is designed to provide the Greater Philadelphia YMCA with the information necessary to ensure proper preventative measures and an effective response to a serious allergic reaction. In addition, the parents/guardians shall provide a copy of any other physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy.

2. **A signed copy of the Greater Philadelphia YMCA’s “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” (“waiver”).**
   The waiver releases the Greater Philadelphia YMCA and its employees from liability for administering treatment to children with severe allergies (including the administration of epinephrine) and taking any other necessary actions set forth in the Authorization Form, provided that the YMCA exercises reasonable care in taking such actions.

3. **All equipment and medications needed by the YMCA to comply with the instructions set forth in the Authorization Form (including, but not limited to, a device such as the EpiPen).**
   The parents/guardians are responsible for ensuring that all medication is properly labeled and in the original container by a pharmacist and replaced prior to the expiration date.

Nutrition Policy

The YMCA of the USA has adopted the “My Plate” guidelines to help combat childhood health issues. It is the goal of the YMCA to encourage healthy habits. Please visit [www.myplate.gov](http://www.myplate.gov) for ways you may adopt these guidelines at home.

In programs where meals are provided (Pre K Counts, PHLpreK, etc.) all meals and snacks meet the nutritional guidelines established by the United States Department of Agriculture and are served free of charge to all enrolled children regardless of race, color, religious creed, disability, ancestry, national origin, limited English proficiency, age or sex, or income.
When meals are provided from home it is expected that meals are well balanced and meet good health guidelines:

- Milk or water shall be provided at meals. If a child has milk allergy/intolerance please provide medical verification.
- Milk is the preferred dairy but cheese, yogurt, and cottage cheese are also acceptable
- Serve a rainbow of foods – the more color the more well-rounded the meal and nutrients
- Please limit sugar, salt and caffeine (chocolate in all forms), packaged or fast foods
- Do not send in treats without prior approval from the child’s teacher or Director

### HEPA (Healthy Eating and Physical Activity) Standards

The New Jersey Department of Children and Families Office of Licensing has implemented HEPA Standards that foster the best possible nutrition and physical activity outcomes for children in early child care programs, as well as children in grades K-12 attending Out-of-School-Time programs. These new requirements mirror the Y’s commitment to healthier living as they provide for daily physical activity and the limiting of sedentary activities to 30 minutes increments. The Department of Children and Families requires use of television, computers and other forms of technology to be used only as an enhancement to educational lessons.

### Diaper Changing & Toilet Training Policies

a) The provider shall discuss and agree upon toilet training methods with the parent(s) of each child being toilet trained.

b) The provider shall ensure that:
   1. Diapers are changed promptly when wet or soiled;
   2. A clean nonporous surface or pad is used for diaper changes and sanitized after each use;
   3. Caregivers wash their hands thoroughly with soap and warm water after each diaper change;
   4. Sufficient quantities of clean diapers are available; and
   5. A container with a lid for soiled diapers is used.

c) The diaper changing area and potty chairs shall be cleaned and disinfected after each use.

### Hand Washing Policy

Frequent hand washing with soap and water especially:

- Upon entering the classroom
- Before and after handling food or eating
- Before giving medication
- After using the bathroom or assisting with toileting or diaper with toileting or diaper changes
- Wash children’s hands after diaper changes
• Adults should supervise children during hand washing
• After playing outside
• After contact with animals
• After cleaning spills or objects contaminated with bodily fluids
• Before and after giving first aid
• Before donning and after removing gloves

NOTE: Hand sanitizers should not be substituted for soap and water hand washing during a GI outbreak. Alcohol based sanitizers have been shown to be ineffective against spore forming bacteria such as C. difficile, or viruses such as a Norovirus.

**Environmental Safety & Sanitation Policy**

The center shall disinfect those items specified below with a solution that shall either be a commercially prepared disinfectant that indicates it kills bacteria, viruses, and parasites. Or a self-made solution consisting of one-quarter cup of household bleach to each gallon of water (one tablespoon per quart), which shall be prepared daily and placed in a labeled, sealed container.

All areas shall first be washed with soap and water. The following items are or surfaces shall be washed and disinfected after each use.

- Washcloths made of fabric, when used for cleaning children
- Thermometers
- Items used by a child who becomes ill while at the center: and
- Sleeping mat that are not stored separately

The following items shall be washed and disinfected at least daily:

- Toilets and toilet sinks
- Sinks and sink faucets
- Drinking fountains
- Water table and water play equipment
- Play tables and Smooth surfaced non-porous floors in areas used by children.

The following items shall be washed and disinfected at least weekly:

- Cribs, cots and mats
- Sheets, blankets and other coverings.
- Tables used by the children for eating shall be washed and disinfected after each meal.
- Pets shall be permitted in a center only under the following circumstances:
  - Pets kept by or located in the center, regardless of ownership, shall be:
  - Domestic and non-aggressive:
  - Free from disease
  - Vaccinated, if applicable, as prescribed by law or local ordinance.

The record of the vaccinations shall be maintained on file, along with the name and address of the licensed veterinarian providing care for the pet(s);
a) If sick, removed from the area(s) occupied by children, until the pet has been examined by a licensed veterinarian and has been diagnosed as presenting no risk to the children

b) Effectively controlled by leash, command or cage

c) Prohibited from the following areas:
   1. Areas/surfaces used for food preparation, storage and/or service;
   2. Areas used for cleaning or storing of food utensils and dishes;
   3. Toilet facilities.

d) Animal waste shall be disposed of in sealed plastic bags in the outdoor

Breastfeeding & Infant Feeding Policy
The YMCA Early Learning Center subscribes to the following recommendations for promotion and encouragement of breastfeeding and infant feeding practices:

- Staff members will encourage and support breastfeeding mothers to continue breastfeeding.
- Breastfeeding mothers shall be provided a clean, welcoming place to breastfeed or express their milk.
- A refrigerator will be made available for the storage of expressed breast milk.
- No infant is fed the expressed human milk of another infant’s mother.
- Infant formula is not fed to a breastfed infant without the mother’s written permission to do so.
- Breastfeeding promotional materials will be displayed to encourage and support breastfeeding mothers. Educational breastfeeding materials will be offered to enrolled families with infants.
- Staff members will receive professional development training on promoting and supporting breastfeeding once per year.
- Formula-fed infants drink the formula recommended for them by their health care professionals, not cow’s milk.
- Caregivers/teachers should feed infants on cue unless the parent/guardian and the child’s primary care provider give written instructions otherwise.
- Formulas mixed with cereal, fruit juice, or any other foods will not be served unless written instructions are provided by the child’s parent/guardian.
- Infants should always be held for bottle feeding.
- Infants are not permitted to have bottles in the crib and will not be allowed to carry a bottle while standing, walking, or running around.
- A plan to introduce age-appropriate solid foods (complementary foods) to infants will be made in consultation with the child’s parent/guardian and primary care provider.

Facility Site Safety
All facilities have a site specific Emergency Response Plan that all staff receive training in upon hire and annually thereafter. The plan is to be reviewed monthly by all staff on site. The plan is updated annually by the Program Director and a copy is sent to the local Emergency Management Association. Parents are provided with a letter regarding the ER Plan at the time of enrollment. This plan is to be posted in a conspicuous location in the facility.

Facilities shall be locked and use a doorbell or buzzer system to alert staff to the fact that someone is attempting to gain access to the facility. For off-site locations, facilities are made as secure as possible, preventing unwanted intruders, in agreement with our facility hosts.
Other safety policies:

- Staff do not allow any unknown persons to enter the facility and have contact with children without proper identification (Children and Youth Services are permissible once identity has been established through appropriate agency photo ID)
- Staff do not allow persons to enter through alternate doors
- Monthly Health & Safety Checklists/Facility Checklists are conducted by the Site or Program Director. A corrective action plan shall follow. It is the responsibility of the site staff to ensure the safety of their site by following up on the necessary corrections. Hazardous conditions shall be reported to the Vice President of Operations or appropriate personnel to arrange for correction. Written reports of the inspections and corrections shall be kept in the program files.
- No guns or lethal weapons are allowed in a facility
- Smoking or vaping is prohibited on all YMCA properties
- YMCA staff are always identifiable by the YMCA issued name tag

Opening staff conduct a daily safety check to assess the areas where the children might potentially come in contact with strangers or check for any signs of damage, wear, filth, or unstableness. If there is a repair that cannot be done right away a corrective plan will be created and children will not be allowed access to the area in question. Any areas that are deemed unsafe will cause the need for the Emergency Plan to be put into effect.

**Staff Trainings & Clearances**

All staff working directly with children in the Greater Philadelphia YMCA Early Learning Center or School Age programs are required to have the following trainings/clearances:

- Child Abuse Clearance – renewed every 5 years
- State Police Clearance – renewed every 5 years
- National Sex Offender Registry (NSOR) – renewed every 5 years
- FBI clearance (fingerprint) – renewed every 5 years
- Complete new hire packet and personnel file
- Sign off on the job description
- Verification of age
- Verification of identification
- Verification of experience working with children
- References – minimum of 3 verified
- Bi-Annual health assessment by physician or CRNP
- Negative TB test
- Annual trainings to meet PA Keystone STARS, DHS, and YMCA standards including, but not limited to:
  - Fire Safety (annual)
  - Emergency Response Plan (annual)
  - New Staff Orientation (upon hire)
  - Pediatric First Aid – expiration depends on agency providing the certification
  - Water Safety (annual) – applicable to programs participating in swimming
O Orientation time spent in the classroom or with the Director, Assistant Director, or Classroom Teacher
O Child Observation skills, Developmental Screening Assessment, Inclusion, Diversity (annual)
O Health & Safety – 10 hours (upon hire)
O Curriculum, Child Assessment, or Learning Standards (annual)
O Mandated Reporter Training (5 years)
O Curriculum – (every 3 years)

DROP-OFF & PICK-UP

Sign-In/Sign-Out
All children must be accompanied into the program by an adult and be placed under direct supervision of YMCA staff. Children must also be accompanied by an adult when leaving the building at the end of the day.

You must sign your child in at drop-off EVERY DAY and sign him or her out at pick-up EVERY DAY. This is a DHS requirement and your cooperation is appreciated.

Hand Washing (ELC)
All parents, children and staff are encouraged to wash hands upon arrival each day. This is an important step in helping to reduce the spread of germs and illness within the center. Teach children the proper way to wash hands by having them sing their ABCs and washing inside, outside, and all around, ensuring that the backs of their hands and in between fingers are washed.

Release Of Child
Children will only be released to individuals that are listed as escorts on the child’s Emergency Contact Form. Any person picking up a child needs to have ID with them at all times. Staff are required to ID any individual that they do not recognize and make sure that person is an authorized person before releasing a child. Because staff turnover may occur, please be prepared to show ID even if you feel that all of the staff know you. This will ensure that our staff are able to follow proper procedures when releasing children.

On your child’s Emergency Contact Form, provide the full names of ALL people to whom we may release your child. Pick up and drop off persons must be age 16 or older. Children will not be released to anyone whose name does not appear on the Emergency Contact Form without written notice by the parent and/or to anyone who cannot produce proper identification. This is for the safety of your child/children.

Please make sure to notify the center director immediately if there will be a change in the people who are authorized to pick up your child. You will need to update your child’s Emergency Contact Form and sign and date any changes that are made. You may request a new Emergency Contact Form at any time if you need to make multiple changes at one time.

Intoxicated Or Impaired Individual
If a person, authorized or not, who arrives to pick up a child appears to be under the influence of medications, alcohol or otherwise impaired, staff will make every attempt to discourage that person from picking up the child. Staff will be directed to take the following steps:
• Delay the individual
• Every attempt should be made to contact another parent/emergency contact person to come pick up the child
• Explain to the individual that arrangements have been made for “alternate contact” to pick up today and that the child shall remain in our care until that time
• If the individual becomes threatening or violent ask them to leave and contact the police if they do not leave
• Staff cannot legally deny release to a parent (without a court order), but we need to consider the safety of the children without putting others in harm’s way
• If the individual snatches the child and leaves, contact the police and notify them that an intoxicated/impaired individual is leaving the center with a child
• Also let them know that attempts were made to delay until other arrangements for pick up could be made but we were unsuccessful

**Custody Agreements & Court Orders**

If there is a court-ordered custody agreement (or any updates to prior orders), it is in your and your child’s best interest to provide a copy to the center to be placed in the child’s file. This is especially important if there is an action or an order against a natural parent that denies him or her right to see or obtain the child. Any situations that are disclosed to the center director will remain confidential and will be discussed only with those parties in a need-to-know situation.

**Late Pick-Ups**

Children must be picked up by closing every day. A late fee as outlined in your fee agreement will be assessed for every minute that a parent is late. This fee will be added to your bill and must be paid with the next tuition payment. No money should be given to the ELC or BASE staff.

If you are running late for any reason please make every effort to call the program and provide an estimated time of arrival. The staff will attempt to contact the parent to alert them that the child is still at the center if no call has been received. If unable to reach a parent, the other people listed on the emergency contact list will be contacted. If the staff is unable to reach anyone and the child is still at the center an hour after close, the police will be contacted to pick up the child.

Consistent lateness in picking up your child may result in the child’s dismissal from the program.

**Babysitting Policy**

The Greater Philadelphia YMCA prohibits its employees from providing babysitting or other services to members or program participants outside of the workplace. Employees are also prohibited to transport children enrolled in YMCA programs in non-YMCA owned or leased vehicles during and outside program hours. Staff is not permitted to contact children via the internet or telephone and should not be receiving emails, text messages or calls from children.

Your cooperation with this policy is appreciated. This includes not soliciting our staff to care for your children outside of the center. Please respect the fact that our staff enjoy working for the YMCA and have pride in the services that they provide.
GUARDIAN/CHILD CONDUCT POLICIES

Conduct Policy
Please make certain that you and your child are completely familiar with these policies. The following policies pertain to actions by a child to another child or to an adult or parent towards any child or staff. The director, upon notification to the parent, may suspend or terminate a child or family from all activities and participation in the program for the following types of misconduct by you or your child:

- Injuring another person
- Use of foul language or rudeness
- Verbal or physical threats
- Bringing in or using illegal substances
- Engaging in fighting
- Failure to consistently follow program rules and caregiver directions
- Stealing or vandalizing another person’s property
- Leaving the facility without permission or going into posted unauthorized areas
- Running from the group/classroom space or running from group during outings
- Not following check-in and out procedures
- Defacing YMCA or school property or field trip facilities

Discipline Policy
The YMCA expects that each individual will be or will learn to be responsible for his or her behavior, will be respectful towards others and will act in a caring and honest manner. From time to time, all individuals need help and direction in learning, developing, and maintaining appropriate behavior.

If an individual exhibits frequent disruptive and/or aggressive behavior, a family conference will be scheduled. Continued disruptive and/or aggressive behavior may result in temporary suspension or permanent dismissal from the program. All families need a safe, stable and enjoyable environment while at the YMCA and disruptive individuals can quickly destroy the cooperative atmosphere of a class/site. This policy has been adopted with the safety of all of the families in YMCA childcare in mind.

We recognize that children go through different developmental stages throughout their time with us. Therefore, each case will be addressed on an individual basis. Together we will try to work out a program to manage the behavior and the director will offer parents referral information pertaining to social, mental, health, education and medical services as appropriate.

Suspension and Expulsion
The Philadelphia Freedom Valley YMCA Child Care programs will make every effort to prevent suspension and expulsion.

Staff will take proactive steps to prevent Suspension/Expulsion

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, activity appropriateness, and supervision
- Staff will always use positive methods of language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- Brief breaks from activity will be given so child can regain control
- Child may lose certain privileges
- Parent/guardian will be notified verbally
- Child’s disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be given written copies of the disruptive behavior that might lead to expulsion
- The director, staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors

When challenges arise that prevent us from providing a safe and appropriate environment for children and teachers we will follow the steps and actions as outlined below:

1. Record behaviors / incidents on appropriate documents and implement modification strategies.
2. If behaviors or incidents increase in severity or frequency teachers will notify director and meet with legal guardians to discuss strategies used to modify behaviors and identify changes needed to support success.
3. If behaviors persist director meets with legal guardian to obtain consent to confer with external supports including: County specific intermediate unit, STARs technical support, contracted consultant, behavior specialist and or existing team supporting the child / family.
4. If behaviors continue director will meet with legal guardian to discuss whether suspension is required to maintain safety while external supports are put in place. An action plan is at this point required and must be shared with legal guardians, teacher, director, and other school supports.
5. Implement proposed action plan with use of external supports. Evaluate effectiveness in thirty (30) days Additional legal guardian conference to share resources to alternate providers as well as progress and challenges for the child.
6. Post 30 days of implementation of action plan a reevaluation should take place and a decision to refer (expel) if necessary, or to modify the action plan will be made. All observations, and leadership support must be in place prior to the suspension or expulsion of any child. Meetings should include the teacher and the school or ELC program director.

If after the remedial actions have been exhausted, the child’s parent/guardian will be advised verbally and in writing about the child’s or parent's behavior warranting a suspension/expulsion. A suspension action is meant to be a period of time so that the parent/guardian may work on the child’s behavior or to come to an agreement with the program.

- The parent/guardian will be informed regarding the length of the suspension period
- The parent /guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center
- The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one week notice depending on risk to other children welfare or safety)
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

**Reason for Immediate Expulsion**

We will make every effort to work with families in the event that expulsion from the program is necessary. However, if the child or parent/guardian presents a direct threat to their own or the safety of other
participants and staff, the YMCA may call for an immediate expulsion from the program. These threats can include, but are not limited to, physical violence and verbal or implied threats.

Unfortunately, there are some reasons we have to expel a child from our program either on a short term or permanent basis. We will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from the program.

**Parental Actions for Child’s Suspension/Expulsion**

- Failure to pay/habitual lateness in payments
- Failure to complete required forms
- Habitual tardiness when picking up your child
- Physical or verbal abuse to participants or staff

Payments for suspended or expelled days are non-refundable.

**Child’s Actions for Suspension/Expulsion**

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Physical or verbal abuse to staff or other children
- Excessive biting

A child will NOT be expelled if a child’s family:

- Made a complaint to the Office of Licensing regarding a center’s alleged violations of the licensing requirements
- Report abuse or neglect occurring at the center
- Question the center regarding policies and procedures

**EDUCATIONAL COMPONENTS**

**Program Structure**

In keeping with the philosophy of the Greater Philadelphia YMCA The Creative Curriculum has been chosen for all of the ELC programs and the YMCA School-Age Care Curriculum Framework for all BASE programs.

**ELC Program Description**

The YMCA recognizes the importance of quality early care and education from birth up to age five. Early Learning Centers and Pre-K programs are the first experience children has with education and has far reaching positive impacts on the lives of children. These programs foster academic performance and social and physical development, as well as contribute to the adoption of a healthy lifestyle and avoidance of at-risk behavior. With the mission based theory of building strong kids, families and communities and the YMCA have the experience and resources of the largest nationwide child care provider. YMCA staff are skilled in caring for and educating children from birth to teens.

**Curriculum Statement**

Quality programs reflect children’s developmental needs, interests and experiences. Providing a variety of learning experiences helps children learn and grow in numerous ways. Teachers who are aware of children’s interests have a basis for building a relationship and motivating each child to learn.
The Creative Curriculum and YMCA School-Age Care Curriculum Framework:

- Allows teachers to implement developmentally appropriate practice with developmentally appropriate materials to provide learning experiences
- Emphasizes social and emotional development that helps children acquire skills essential for success in school and life
- Provides teachers with a framework for creating quality programs
- Provides a vision for what our program should look like and a framework for making decisions about how to activate that vision

This curriculum is aligned and cross walked with the Early Learning Standards (infant – 2nd grade) and State Academic Standards. The framework for learning is developed with the Learning Standards. They provide the foundation of information for what children should know and be able to do. The Learning Standards build on information that children have previously learned, creating a continuum of learning that assures consistent and linked learning that begins in infancy and extends through high school. The Learning Standards are kept in each classroom, so that teachers can refer to them in their planning.

The fundamental beliefs that underlie The Creative Curriculum are:

- Building a trusting relationship with each child
- Providing responsive, individualized care
- Creating environments that support and encourage exploration
- Ensuring children’s safety and health
- Developing partnerships with families
- Observing and documenting children’s development in order to plan for each child and the group
- Recognizing the importance of social/emotional development
- Appreciating cultural, family and individual differences
- Taking advantage of every opportunity to build a foundation for lifelong learning
- Supporting dual language learners
- Including children with disabilities in all aspects of the program

Specifically, the YMCA Early Learning Center and Pre-K programs have adopted the Creative Curriculum which is a framework for teaching that addresses all aspects of the child’s development and is comprised of five components:

1. The Learning Environment
2. What Children Learn
3. How Children Develop and Learn
4. The Teacher’s Role
5. The Family’s Role

Our staff creates monthly goals for your child, and we use each of the four focus areas as a guideline to plan weekly lessons based on monthly themes that support all areas of a child’s development. Our main areas of concentration are as follows:

1. **Social/Emotional Development** - learn about self and others
2. **Physical Development** - learn about moving
3. **Cognitive Development** - learn about the world
4. **Language Development** - learn about communicating

**Screen Time Policy**
In keeping with the position statement of the National Association for the Education of Young Children the Greater Philadelphia YMCA follows the NAEYC recommendation for screen time for children birth to eight.

- Above all, the use of technology tools and interactive media should not harm children.
- Professional judgement is required to determine if and when specific use of technology or media is age appropriate, individually appropriate, and culturally and linguistically appropriate.
- Developmental appropriate teaching practices must always guide the selection of any classroom materials including technology and interactive media.
- Appropriate use of technology and media depends on the age, developmental levels, needs interests linguistic background, and abilities of each child.
- Effective uses of technology and media are active, hands-on, engaging, and empowering: give the child control, provide adaptive scaffolds to ease and accomplish tasks; and are used as one of many options to support children’s learning.
- When used appropriately, technology and media can enhance children’s cognitive and social abilities.
- Interaction with technology and media should be playful and support creativity, exploration, pretend play, active play, and outdoor activities.
- Screen time use will be limited to 30 minutes per day per child.

**Healthy U**
Healthy U is New Jersey’s first comprehensive, statewide initiative to address child obesity in the after-school setting. Healthy U uses the award-winning CATCH Curriculum (Coordinated Approach to Child Health). By teaching children that eating healthy and being physically active every day can be FUN, the CATCH Program has proven that establishing healthy habits in childhood can promote behavior changes that can last a lifetime. CATCH combines high energy, non-elimination activities with teaching strategies that keep kids moving and having fun. CATCH significantly increases physical activity levels of students during PE class, and provides for a variety of learning experiences for students of all abilities.

**Request For IEP**
The goal for children with disabilities is the same as for children without disabilities. It is to help the child access the curriculum and maximize their potential. Observation of the child will help to establish their needs. Obtaining an Individual Education Plan (IEP) to help answer basic questions about the nature of a child’s disability and what must be done to help meet the child’s learning goals will enable the teachers and parents to develop the best strategies to ensure the child’s success in the classroom.

In the event that your child has an IEP/IFSP, we ask that you provide us with a copy. We will work with you to develop specific goals to be worked on while your child is in our care.

**Developmental Screenings**
Observation is the key to assessing the goals set forth. All children will be observed during their first 45 days of enrollment. Infants, Toddlers and Preschoolers will be assessed using the Ages and Stages Questionnaire. Within the first 60 days of enrollment, the School Age Children will be assessed using the Developmental Checklist. These screenings will help the teachers and parents to be able to effectively plan
activities that will assist the children to strengthen their skills and challenge them to reach their full potential.

**Assessments**

All children will be assessed several times per year using portfolios and an age appropriate assessment tool. Infants and Toddlers and Preschoolers will be evaluated using the Teaching Strategies Gold system. School Age Children will be evaluated through ongoing authentic assessments and the assessment tool developed by the YMCA. Skills and milestones will be recorded and discussed with parents. The assessment will aid in individual planning. Individualized planning is then implemented based on children’s achievements. Portfolios will be used for all age groups. Samples of children’s work, photos of group and individual skills achieved and observation notes will be maintained throughout the year and used during transitions into another class or program.

**Parent Conferences**

A Parent conference will be offered within 45 days of enrollment to discuss the Ages and Stages Questionnaire and the Getting to Know Your Child Information form. This can be done in person or over the phone. Parent conferences are offered at least two times per year, generally after observations and assessments are completed. During these important conferences, parents and teachers review the child’s portfolio and assessments and work together to develop goals and strategies for the child.

Parent conferences are documented and a copy of the conference notes is placed in the child’s file for future reference. Parents are asked to make every effort to participate in conferences with the teachers. Working closely with your child’s teacher will help to build a positive relationship that will enable everyone involved to successfully meet the needs of the child and keep a connection between home and school.

**Toys From Home/Show & Tell**

We know how special it is to share items from home. Each of our ELC classes individually designates special days for children to share. The YMCA’s programs carefully select equipment and play materials to give your child optimum learning experiences. We request that toys from home NOT be brought to the YMCA, except on Show and Tell Days for the following reasons:

- Staff cannot monitor toys at the expense of supervising children.
- Young children do not yet fully understand the concept of possession.
- They may hurt or injure other children

Toy guns and other toys that promote aggressive behavior do not promote the type of learning and cooperative play that we strive for and therefore are strongly discouraged. Children may bring in books to share at any time. When bringing any materials from home, please be sure that the materials are labeled with the child’s name and are given to the caregiver upon arrival at the YMCA. The Greater Philadelphia YMCA is not responsible for items that are lost, stolen, or damaged.

**Outside Play**

The YMCA ELC and BASE programs strongly believe that giving children ample time to play outside and explore nature is a critical piece in their development. Therefore, children will go outside for at least a short period of time every day, as long as the temperature/wind chill is above 25 degrees, the temperature/heat index is less than 90 degrees and there is no precipitation falling and no air quality alert. Please always dress your child appropriately for outside play and have extra weather-appropriate clothing available at all times in case the weather changes throughout the day. All children should wear sneakers or other closed-toed shoes to school to prevent injuries. Sandals, flip-flops and dress shoes can
cause injury while children are running and climbing and therefore are not appropriate for children to wear to school.

Field Trips/Walks
Occasionally, field trips may be scheduled for children in our programs. Written parental consent must be obtained for all excursions outside of the facility, other than walks. All information will be kept in the child’s file.

Children will be divided into groups and assigned to specific staff. The staff is responsible for the supervision of these children throughout the trip. A copy of the list of assigned groups of staff and children will remain at the facility. A Group Supervisor will be responsible for overseeing all staff and children. The Director will decide this person.

Before leaving the center all rules and regulations regarding safety and rules to be observed on the trip will be reviewed. Teachers will take emergency contact books and a portable first aid kit. Staff will know how many children are in their group and count heads often.

When taking walks, the children follow safety rules of the road and sidewalk. Children under age 5 must, and children up to 4th grade are encouraged to, hold hands or be linked by the hand/wrist to a walking rope. Staff will spread out along the group so that someone is in the front, in the back, and if available, in the middle.

Nap/Rest Time
A nap/rest period is provided in all ELC full-day programs. Each child may have his or her own cot/mat that is provided to him/her by the YMCA. Each cot/mat is labeled and used exclusively for one child for the duration of that child’s enrollment in a classroom. Cots are disinfected on a weekly basis. You may want to provide a crib sheet and/or a small blanket and pillow. All bedding will be stored separately and MUST be taken home to be washed at the end of every week.

Children are encouraged to rest for a period of time. If a child does not nap, he or she will be given quiet activities to do while the other children are resting, often after a specified period of quiet time (45 min, 1 hour, etc.)

Personal Items
Your child will need to have some personal items on hand when he or she begins attendance at the ELC. PLEASE BE SURE TO LABEL ALL ITEMS WITH YOUR CHILD’S NAME! Some of the things your child will need are:

- Sunscreen; expired sunscreen will be discarded and new sunscreen will be requested as needed
- Bedding: crib sheet, small blanket and/or small pillow (toddlers and above). Bedding will be sent home to be washed at the end of every week
- Diapers, wipes, diaper cream, etc. for children in diapers. Reminders will be sent home when these supplies need to be replenished
- Swimming supplies (as applicable): swimsuit, swim diaper (if needed), towel, and plastic bag for wet clothing, packed in a small, easy-to-carry bag for swim days.
- Weather-appropriate outdoor clothing: hats, gloves, boots, rain jackets, etc. so that children are prepared to play outside EVERY DAY
- Comfortable, appropriate footwear: closed-toes shoes/sneakers only. No flip-flops, sandals, dress shoes, etc.
• Extra clothing, at least one full set, including footwear - Children who are in the process of potty training should have more than one set. Be sure to check your child’s extra clothes supply often and replace any items that were used and be sure that the clothing is seasonally appropriate.

**Indoor/Outdoor Play Policy**

Children attending The YMCA Early Learning Center shall engage in active play according to the following recommendations:

- Staff will promote developmentally appropriate physical activity to help children (and themselves) prevent overweight/obesity and practice lifetime healthful habits.
- Teachers shall lead structured activities or games that promote moderate to vigorous physical activity over the course of the day, indoors or outdoors.
- Staff will not sit during active playtime.
- Active play will not be withheld from children as a punishment.
- Children will play outdoors except when weather or air quality poses a significant health risk.

Children need to be dressed appropriately for the current weather conditions to play outdoors:

- **Snow**: heavy coat, waterproof boots, hat, and mittens/gloves
- **Rain**: raincoat and waterproof boots
- **Different temperature throughout the day**: layers of clothing
- **Sunny days**: lightweight clothing that is sun protective, including long-sleeved shirts and hats.

Footwear should provide support for running and climbing. Examples of appropriate footwear include sneakers, gym shoes, and other shoes with rubber soles that enclose the feet and will not come off easily. Examples of inappropriate clothing and footwear include:

- Footwear that can come off while running, or that does not provide support for climbing (examples: flip-flops and clogs)
- Clothing that can catch on playground equipment (examples: clothes with drawstrings or loops)
- Clothing that does not protect children from the current weather conditions.

**Infants (birth to 12 months)**

Babies who are not yet crawling spend 3 to 5 minutes (and more as the infant enjoys the activity) on their tummies interacting with their teachers/caregivers each half day while awake.

Infants are not seated for more than 15 minutes at a time, except during meals while eating.

All infants play outdoors 2 or 3 times daily. Outdoor play for infants may include riding in a carriage or stroller in addition but not as a substitute for gross motor play outdoors.

**Toddlers (12 months to 3 years old) and Preschoolers (3 to 6 years old)**

Toddlers shall participate in 60-90 minutes per day of moderate to vigorous physical activity, (prorated for children who attend the program for only part of the day – 30 minutes of active play per 2 to 3 hours in the program).

Preschoolers shall participate in 90 – 120 minutes per day of moderate to vigorous physical activity. Children have outdoor play for 60 to 90 minutes per day except in adverse weather conditions that require shorter periods outdoors.
COMMUNICATION & SOCIAL MEDIA

Parental Notification Methods

- **Email:** A form is included in your registration packet to provide us with your email address for primary communication. We will utilize email to obtain payment information, send receipts, and relay any non-emergency information.

- **Phone:** Please provide us with the phone number you would like us to contact you in case of accidents/incidents involving your child, emergency closings and other information we deem important.

- **Personal meetings:** If there is an issue you would like to discuss with the Senior Director, Director or one of the teachers we will arrange meeting times with the necessary parties. We may also request a personal meeting with you if necessary.

- **Facebook:** YMCA Facebook pages for each Y location under the Greater Philadelphia YMCA are used for communication with families including, but not limited to, reminders, promotional offers, community event activity, etc.

- **Remind app**

- **Tadpoles**

Staff are required to follow all Early Learning Center policies and procedures including but not limited to what is stated in the Staff Handbook, YMCA Employee Manual and the YMCA Code of Conduct.

Staff is not allowed to contact any youth members or program participants for non-related YMCA communication via personal contacts, including, but not limited to e-mail, instant messaging, text messaging, cellular/regular phone, social networking pages or other communication vehicles. Staff will not share their personal contact information with any children participating in YMCA programs. Any and all contact made by the YMCA shall be directed to a responsible adult and made ONLY via approved YMCA issued communication accounts, such as, but not limited to, phone/cell phone, YMCA e-mail account, YMCA approved/sanctioned social networking page or web site.

Taking of photographs with cameras, camera phones, video cameras or any recording device on YMCA Property is prohibited unless written consent of management is obtained. Employees may not possess or transmit any image, in any format including digital and hard copy involving the YMCA, YMCA logo, members or staff, unless approved by the YMCA. Employees cannot use photographs taken at YMCA programs and/or of YMCA participants for any personal use. Such photographs may only be used by the YMCA for purposes directly related to the program or to the YMCA.

Parents are prohibited from posting photographs or videos of any children on social media other than their own.

SUPERVISION

**Supervision Policy**

Supervision is one of the key requirements in the prevention of accidents, injuries and/or any harm occurring to a child within our YMCA child care programs. Childcare staff must have the ability and skills to assess potential risks during supervision and be able to implement changes to supervision to avoid accidents, injuries or harm. For this reason, all YMCA staff are to be diligent, adhere to and implement the
components of the Greater Philadelphia YMCA Supervision Policy at all times for infants, toddlers, preschoolers and school-age children within care- whether on or off YMCA sites.

The purpose of this supervision policy is to ensure that staff are able to SEE, HEAR, and DIRECT children at all times. Supervision is managed by state required ratios for the age of the children and Primary Care Groups. Each classroom or site is required to follow Primary Care Groups, and each teacher MUST be able to identify the children in their primary care group.

Children in the ELC and BASE programs shall be supervised at all times according to state mandated ratios for each particular age group. Ratios change for nap and swimming and for mixed age groupings. The phrase “supervised at all times” means that each staff person shall be assigned the responsibility of supervising specific children.

**STAFF WILL**

- Institute the use of the six strategies for supervision: set up the environment, position staff, scan and count, listen, anticipate children’s behavior, engage and redirect.
- Never leave a child unattended on any occasion for any reason.
- Upon arrival and departure, all children must be marked in or out on the daily attendance sheet, indicating the time of arrival or departure. This must be done at the time when the child is released from the parent/guardian to the receiving staff upon arrival or from the supervising staff to the parent/guardian upon departure. Attendance clipboards are to be kept with each group of children at all times.
- When beginning a shift staff must confirm verbally with the supervising staff on duty, the number of children in attendance and check this against the attendance clipboard. This same procedure must be completed when leaving or returning from breaks, lunches, etc.
- Utilize primary care groups to assign care of each child in a group to a specific teacher.
- Always follow the Rule of Three – at least three students with one staff person or at least two staff people with one child. Example: if one child needs to use the restroom at least two other children must accompany the child and staff to the rest room. During open and closing times, at least 2 staff members or 1 staff and one facility person must be present.
- Head counts of children are to be completed on a frequent basis throughout the day, minimally 2 to 3 times per hour. Head counts are to be checked against the attendance clipboard. Head counts must be completed before and after a transition with a group of children from one activity area to another (e.g. Playroom to Playground). In addition to headcount, when a group of children are in transition from one activity area to another, staff must retain close visual supervision of the children at all times during the transition (e.g. Children should not run ahead of the group).
- Ensure infants are securely buckled into highchairs or other appropriate infant device.
- Cell phone use is strictly prohibited while providing care for children.
- Never leave a child unattended to eat or drink, including from bottles.
- Ensure that a child can be directed, is in sight and can be heard at all times.
- Station themselves in such a way that all areas can be viewed during transitions or when children are in larger groups, such as on a playground – staff will not stand together.
- Arrange equipment, furniture and activities appropriately to ensure children can be observed behind shelves or cubbies. Also be observant of columns, walls, corners or other obstructions that limit the monitoring of children from a particular angle of the space.
• Follow state regulations regarding the release of children and properly identify anyone to whom a child is released.

• Complete regular face-to-name counts of children in their care while in the classroom, before leaving the classroom, upon entering a new space, at least every few minutes while on the playground. If School-age, ‘kid counts’ must be done at crucial times of the program, ex: at arrival, after homework help, before lining up for snack, after snack, moving to another area in the school, and last hour of program. During Field trips, and before getting on to a bus and before getting off the bus.

• Be aware of where every child is at all times. Children should not be behind a staff person at any time. If School-age and children are moving around the room, staff should be positioned at the entrance to the hallway/doorway to ensure that children are not leaving. Make sure all possible exits are monitored by staff.

• Discuss best position points of supervision when allowing children to utilize school bathroom facilities. Children are never to be sent to the bathrooms alone. Staff must check bathroom before sending children in. If necessary, stand in doorway with door half open. If adult approaches, politely ask them to wait until your group is finished.

• Supervision is to be active and interacting with the children (not just standing and watching)

• Ensure staff: child ratios are correct at all times to assist supervision efficiently. If necessary staff must take a small group of children with them in order to stay within ratios when leaving childcare space.

• Notify Center Director immediately if a lapse in supervision has occurred.

**Child/Staff Ratios**

Child/Staff ratios followed by the Greater Philadelphia YMCA will always comply with the following requirements in accordance with the PA Department of Public Welfare:

*When children are grouped in mixed age levels, the age of the youngest child in the group determines the staff/child ratio.

<table>
<thead>
<tr>
<th>Ages</th>
<th>Staff</th>
<th>Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant (birth to 1 year)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Young Toddler (1 to 2 years)</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Older Toddler (2 to 3 years)</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Preschool (3 years until Child enters kindergarten)</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>Young school age (kindergarten to 4th grade)</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Older school age (4th grade to 15 years old)</td>
<td>1</td>
<td>15</td>
</tr>
</tbody>
</table>
TRANSITIONING

Transition Policy
As children transition out of one group to another it is important to keep the transition as smooth as possible. Parents, teachers and administrators must work together to facilitate an easy and successful transition. When ELC children transition to a new classroom, the tuition will be adjusted one week after their birthday.

Parents of children transitioning to a new classroom shall be offered a group meeting to discuss the transfer and be provided with written information about the new classroom and expectations. Parents shall be provided with resources regarding the transition. Teachers will share information with each other regarding developmental progress, observations and other pertinent information about the transitioning children.

Children shall be prepared for the transition by spending some time in their new setting prior to the transfer or by participating in activities designed to ease the transition.

When children are transitioning and/or transferring to another educational facility, parents must provide a written request for records 14 days prior to their departure from the program.

Children and families transitioning to kindergarten from the ELC will participate in activities coordinated between local elementary schools and our program. These activities may include, but are not limited to, field trips to visit local kindergarten classrooms, visits to the ELC by kindergarten children and/or teachers, open houses at elementary schools, kindergarten transition meetings facilitated by the ELC with participation of kindergarten teachers and administrators, reading books about kindergarten, and community resources provided to parents regarding transition, kindergarten readiness and enrollment procedures.

Children in elementary and middle school are prepared to transition to self-care in our school age programs on a regular basis. Children are taught basic fundamental skills on how to care for themselves and handle emergency situations. Please work with your classroom teachers to assure a smooth transition before leaving any child alone in the home.

PARENT/GUARDIAN COMMUNICATION & INVOLVEMENT

Parent/Guardian Involvement
Partnering with families and making sure they have a role in their children’s education is an important part of the learning experience. Parents/guardians should be offered a variety of ways to be involved. Through partnerships with their parents/guardians, teachers develop the best strategies for most effectively teaching the children in their care. Children thrive in environments where there is a cooperative relationship between families and teachers.

Please make every attempt to read the information that is posted in classrooms and that gets sent home to you with your children or via email. Your understanding of and cooperation with all policies is basic to meeting your child’s needs and the smooth operation of the program. Please feel free to discuss your child’s experience with the staff as soon as a question or a problem arises.

We will periodically ask you to evaluate the quality and effectiveness of the program through surveys. Your feedback is essential in helping us to provide programs and services that meet your expectations and needs.
Parents are always welcome to share their time, talents, culture, and interests with the Child Development Center. Please let us know if you ever want to volunteer to help with a project or participate in our program in any way.

**Parent/Staff Communication**

Parents/guardians are welcome at the Center at any time during the regular hours of operation for brief observations or interactions. Due to safety reasons, we may not permit visitors to stay for prolonged periods of time. If you are ever concerned about your child during the time he or she is in our care, feel free to call us and we will be happy to let you know how your child is doing.

Infants and toddlers will receive a daily report. Preschool and Pre-Kindergarten communicate daily via a classroom communication board. Each facility will send out monthly newsletters and communication. Periodically we will provide you with health, safety, and developmental information and articles, as well as transition information and community resources as needed. If you or your family requires written information in a language other than English, please speak to the center director so that efforts can be made to accommodate your needs.

Parents should speak to their child’s primary teacher first about any issue or concern that they may have. The teacher will bring any concerns to the attention of the center director. However, parents are encouraged to speak to the center director at any time if they feel that their needs are not being heard or addressed.

**Community Resources/Referral**

Your childcare director can be a wealth of knowledge and can assist you with community resource information about topics including health and human services, wellness, nutrition and fitness, crisis management and preventions, and/or child development.

Based upon observations of a child’s behavior and results of developmental screenings and assessments, our teaching staff may feel that a child is in need of additional support services. In this case, the teacher will share these concerns with the director, along with any supporting documentation. The director will schedule a meeting with the child’s family to discuss what resources may be at the families’ disposal. Together, the teacher, director and family will come up with a plan of action to address the concerns and enlist the help of outside agencies, such as Early Intervention, as necessary.

**FAMILY GRIEVANCE POLICY**

**Policy Purpose**

This Policy is to provide a procedure for triaging concerns/complaints of families in the program. This policy identifies the process for responding to and addressing family grievances in a fair and consistent manner that aligns with regulatory standards, best practice, and the mission of the Greater Philadelphia YMCA.

**Objective**

To ensure any complaint is given due importance and that it has been resolved to meet the needs of the involved party/parties, through a proper procedure. To ensure all stakeholders understand that complaints and grievances, if managed professionally and timely using appropriate communication techniques, such as putting the child first, listening for understanding, and seeking resolution for all involved, are opportunities for services to improve.
Definitions:

**General complaint** - A general complaint may address any aspect of the service, e.g. a lost clothing item. The complaint should be reported as soon as is practical and possible to avoid escalation of the issue.

**Grievance** - A grievance is a formal statement of complaint that cannot be addressed immediately and involves matters of a more serious nature e.g. the service did not meet the care expectations of a family.

**DHS Regulatory Complaint** - A complaint that alleges a breach of Department of Human Service Child Care Regulations, or alleges that the health, safety or wellbeing of a child at the site may have been compromised. These complaints should be made directly to PA DHS by calling 215-560-2807.

**Suspicion of Abuse Complaint** – A complaint that alleges abuse of a child by a perpetrator affiliated with the program. These complaints should be made directly to CHILDLINE 1-800-932-0313.

At the Greater Philadelphia YMCA we understand and recognize that ALL stakeholders have a duty to ensure the safety of each other, particularly children. We recognize that at times there may be circumstances that lead the need to address a concern. We aim to treat all concerns with respect, fairness and acceptance, and will aim to seek a resolution to suit all parties involved and will implement procedures outlined in this document to ensure equity.

Procedures

1. For a general complaint, the family member may address the complaint with child’s primary caregiver and, if needed, set a time where the matter can be discussed appropriately. Complaints at this level will typically be resolved through discussion and clarification of the needs or wishes of the family, or by clarification by the staff member of the program’s procedures or polices.

2. The complaint and its outcome will be documented in the program’s Grievance Tracking File.

3. If the complaint is with the child’s primary caregiver or if there is a more serious concern, the family should directly address the grievance with the Director. The Director will research the situation and work towards reaching a satisfactory outcome for all parties involved. Grievances at this level will normally be resolved through discussion and clarification of the needs or wishes of the family or by clarification by the Director of the program’s procedures or polices.

4. The Director will follow up all grievances with a written letter to the grievant and document all pertinent information in the program’s Grievance Tracking File.

5. Families are entitled to appeal any decision made by the Director. Such appeals will be made to the Regional Director. The Regional Director will conduct further review and make a final determination.

6. The Regional Director will follow-up with a written letter to the grievant and document all pertinent information in the program’s Grievance Tracking File.

7. Families who have a complaint that alleges a breach of Department of Human Service Child Care Regulations, or alleges that the health, safety or wellbeing of a child at the site may have been compromised should immediately notify the Regional Director and also contact PA DHS the childcare licensing director by calling 215-560-2807.
8. Families who have a complaint that alleges abuse of a child by a perpetrator affiliated with the program should immediately notify the Regional Director and also contact CHILDLINE at 1-800-932-0313. The Regional Director will conduct further review by obtaining witness statements regarding the allegation.

9. The Regional Executive Director will self-report to CHILDLINE by calling 1-800-932-0313 and to PA DHS by filing a report through provider self-service.
Request for Modifications/Auxiliary Aids and Services
Case Management Form

Section A – INITIAL REQUEST FOR MODIFICATION/AUXILIARY AIDS AND SERVICES

Diabetes Medical Management Plan (DMMP)
Date of Plan: ________________ This plan is valid for the following period: _____ - ______

PARTICIPANT INFORMATION
Name: ___________________________ Date of Birth: ______________
Date of Diabetes Diagnosis: ____________ □ type 1 □ type 2 □ Other ________________
School/Program: ____________________ Program Phone Number: ______________ Grade: ______
Program Director: ____________________________
YMCA Program Nurse/Health Professional: __________________________ Phone: __________ (if applicable)

CONTACT INFORMATION
Parent/Guardian: ____________________________
City: ____________________________ State: _____ Zip: __________
Telephone: Home:_____________ Work: ______________ Cell: ______________
Email Address: ______________________________________

Father/Guardian: ____________________________
City: ____________________________ State: _____ Zip: __________
Telephone: Home:_____________ Work: ______________ Cell: ______________
Email Address: ______________________________________

Participant’s Physician/Health Care Provider: ____________________________
City: ____________________________ State: _____ Zip: __________
Telephone: Home:_____________ Work: ______________ Cell: ______________
Email Address: ______________________________________ Emergency Number: __________

ADDITIONAL EMERGENCY CONTACT INFORMATION
Name: ____________________________ Relationship: ______________
Telephone: Home:_____________ Work: ______________ Cell: ______________
Attendance Policy Documentation Form

_____ First Occurrence (3 absences)
Parent/Guardian received verbal warning regarding the importance of daily attendance.
Parent Signature: ____________________________ Date: ________________

_____ Second Occurrence (5 absences)
Teacher met with the parent/guardian to discuss the reason for absences and strategies to be utilized to avoid absences in the future.
Parent Signature: ____________________________ Date: ________________
Teacher Signature: ____________________________ Date: ________________

_____ Third Occurrence (10 absences)
Educational coordinator conferred with the parent regarding excessive absences and developed a plan of action to ensure daily school attendance.
Parent Signature: ____________________________ Date: ________________
Teacher Signature: ____________________________ Date: ________________

_____ Fourth Occurrence (15 absences)
Parent received written notification that continued absences will result in child’s removal from the class list.
Parent Signature: ____________________________ Date: ________________
Teacher Signature: ____________________________ Date: ________________

_____ Fifth Occurrence (18 absences)
In consultation with the program director, the child has been placed back on the waiting list and the slot fill by the next child on the waitlist.
Parent Signature: ____________________________ Date: ________________
Teacher Signature: ____________________________ Date: ________________
Comments: __________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
ACKNOWLEDGEMENT OF RECEIPT

Family Copy

I, ___________________________________________(Parent/Guardian Name) have received and read a copy of the Greater Philadelphia YMCA Early Learning Center and School Age Family Handbook. I understand that the handbook is intended to serve as a guide of the YMCA’s policies and procedures as well as a program overview and resource.

Please note: The policies and procedures are reviewed periodically and are subject to change or revision.

Family Copy – Please keep for your records

Parent/Guardian Signature: ________________________________ Date: ______________

Child’s Name: ________________________________ Program Branch: ______________

Greater Philadelphia YMCA | 33
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Please note: The policies and procedures are reviewed periodically and are subject to change or revision.

YMCA Copy – Please sign and return

Parent/Guardian Signature: ____________________________ Date: ______________

Child’s Name: ______________________________________ Program Branch: ______________