



## Before and After School Program

Brunswick, RSU 1 &  
West Bath School Departments

**2019 - 2020**

### **Family Handbook**

Bath Area Family YMCA  
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### **Bath Area Family YMCA Mission**

The purpose of the Bath Area Family YMCA is to promote the health and wellbeing of individuals, families and communities.

We offer a broad range of programs and services to our members and the community. These programs and services are designed to nourish mind, body, and spirit; promote life skills; and improve health and wellness.

We are driven by the values of caring, honesty, respect, and responsibility. We embrace the diversity of our community. We do not discriminate based on race, creed, national origin, age, gender, sexual orientation, disability or socio-economic status.

We always strive to provide our services without regard for one's ability to pay for such services.

### **Our Philosophy**

The Bath Area Family YMCA Child Care Programs offer opportunities for children to interact in an inclusive, child-directed environment. We focus on learning through the developmental areas of language, cognitive, social, emotional and physical development, utilizing “play” as the focal point for all learning. We monitor and assist children in the acquisition of new skills, believing that children learn at their own pace, developing skills as they build upon gained knowledge.

Families are an integral part of our program. Site Directors and Group Leaders help to introduce diversity, while working with the children and families involved in our programs. Our goal is to create an environment that nurtures, encourages respect, promotes self-esteem and trust. Our hope is that the experiences we offer will promote unique and positive outcomes for the children and families we serve.

### **Y Annual Campaign and Scholarship Fund**

The YMCA is a charitable organization that provides financial aid to any individual that is not able to afford services. The funds for these scholarships are raised thanks to YMCA community volunteers that work with our Annual Campaign as well as support from the United Way of Mid-Coast Maine. Parent volunteers are always welcome to join the campaign as a volunteer. Applications for financial aid are always available at the YMCA front desk or on the Y website at [www.bathymca.org](http://www.bathymca.org).

### **Program Goals**

Y-Care is a safe, caring environment where each child is encouraged to learn new skills, to express him or herself freely and explore the environment. Site Directors and Group Leaders facilitate independence and self-esteem while modeling and supporting the development of problem-solving skills.

Site Directors and Group Leaders provide a group environment designed to promote social-emotional, cognitive, physical, and language skills. Using process-oriented activities, children learn risk taking and build self-confidence.

Our program is designed with individual and group activities taking place within the group setting, as well as free and structured playtime. Daily, Site Directors and Group Leaders observe and interact with children attempting to maintain an environment that is stimulating and meets the

needs of each child at his/her own level of readiness. Ultimately, in keeping with the purpose and philosophy of the YMCA, we strive to help children develop fully in body, mind and spirit.

### **Daily Program Philosophy**

We believe that children need time to play. Therefore, the environment in our childcare programs will be designed to allow the children to explore and create independently. It is our goal to provide a developmentally appropriate program, which will enhance the healthy growth of your child as an individual. Through observation, Site Directors and Group Leaders will design age appropriate, creative activities that encourage fun.

### **Orientation**

Program orientation takes place on the first day of care at 5:30pm at your school site. Parents will be given information by Site Directors specific to their program.

### **Admission Information**

The YMCA admits families without regard to sex, race, national origin, religion, political beliefs, marital status, or disability.

- Enrollment is limited and structured to provide the most positive experience for the children
- All of our programs are licensed through the State of Maine Child Care Licensing Department

### **Rights for Children in Childcare Facilities**

The Bath Family YMCA is dedicated to protecting the rights of children enrolled in its programs. Maine's Department of Human Services provides rules, summarized below, outlining the rights of children enrolled in each child care program. We take the steps necessary to protect these rights.

- Right to freedom from abuse and neglect;
- Right to confidentiality;
- Right to freedom from harmful actions or practices;
- Right to a safe and healthy environment;
- Right to be free from discrimination;
- Right to consideration and respect;
- Right to be informed of services provided by the Child Care Facility;
- Right to information regarding the Child Care Facility's deficiencies;
- Right to assistance in implementing a service plan developed with community or state agencies;
- Right to a variety of appropriate activities, materials, and equipment; and
- If a child has disabilities, he or she has the right to reasonable modifications and accommodations that do not fundamentally alter but allow the child to participate in the program.

### **Child Staff Ratio**

All programs will follow Maine State Licensing Standards. Regulations for Licensing are as follows: *Age of Child:* 5-12 years of age. *Number of Staff:* 1 adult: 13 children, PreK (Mid-Care), Number of Staff: 1 adult: 8 children.

### **Staff Qualifications**

All childcare staff members have the appropriate qualifications required by Maine Department of Health and Human Services Licensing and Regulatory Services Division listed in the Rules for the Licensing of Childcare Facilities.

### **Hours of Operation**

6:30 am until School Starts

&

The end of School until 5:30 pm

Monday - Friday, school year only

### **Enrollment Packet**

The following forms are included in the enrollment packet and must be submitted before your child begins our program:

- Emergency Information
- Fee Agreement
- Draft Agreement (optional)
- Payment Policy
- Statement of Understanding
- Climbing Wall Waiver
- Swimming Permission Form
- Field Trip Waiver
- USDA Food Form
- Photo Waiver

☛Please do not remove any forms from this packet. If a portion does not apply, indicate N/A on it and go on to the next section.☛

### **Enrollment**

Childcare is very important to us and we want all parents to feel welcome and safe in all of our programs. We recommend visiting a program prior to enrolling your child. It is important to have questions answered, view the design of the program and observe interactions between children, Site Directors and Group Leaders. A period of adjustment is to be expected when a new child joins our group. Enrollment is offered during the school year. **If needed, a waiting list will be developed and as openings occur, they will be filled from the list as spots open.**

### **Confidentiality**

Any information that you share with Bath Area Family YMCA staff will be treated with privacy and respect (confidential). Information gathered on forms will be kept in locked files and are available only to approved staff. We need your written permission (consent) to share any

information with another program or agency. We will also need your written consent to receive any information from another program or agency. All Bath Area Family YMCA staff and volunteers are trained to respect your privacy and to follow YMCA confidentiality policies.

### **Tuition Policies**

At the time of enrollment, a yearly registration fee of \$35 is due. *Registrations occurring between the 3<sup>rd</sup> Friday of August until the 2<sup>nd</sup> Friday of September will incur a surcharge and enrollment may be delayed if there is a sudden influx of registrations in this time period.*

**Weekly tuition is due the WEDNESDAY(or 5 days) Before the next week of care. In other words, tuition will be paid prior to the week of service. If tuition is late, a \$5.00 fee will be assessed for each week late.**

A two week written notice is required, if you withdraw your child from the program. Withdrawal from the program without this written paperwork will still require payment for the two-week tuition due.

Please note that any reduction to enrollment is considered a partial withdrawal and does require the two-week written notice. *This notice may be emailed, mailed or dropped off at the YMCA office. Please do not give the notice to the site staff.*

Payment is to be made at the YMCA. If you cannot make your payment at the Bath YMCA, you may call in your payment by phone. We accept *Visa, Master Card, Amex & Discover credit cards or your bank's debit cards*. Checks by phone are available if we have your routing information on file at the YMCA. You may fax that information to us at 443-1079. Receipts can be emailed, or printed upon request and will be available at the Front Desk unless other arrangements are made.

***Our program closes promptly at 5:30pm.***

**A late fee of \$1.00 a minute will be charged for a child who remains at the site after 5:30pm.**

We reserve the right to terminate services when tuition is unpaid or a parent is repeatedly late. If you know your payment is going to be late or if you are having financial hardships, PLEASE call Childcare Billing at 443-4112 ext. 13. We are very willing to work with you. Communication on financial matters is very important for success.

### **Holidays/Days Closed**

Our childcare programs will be closed on the following holidays:

- Labor Day, Columbus Day, Thanksgiving, Day After Thanksgiving, Christmas Eve Day, New Year's Eve Day, Memorial Day, MLK Jr. Day, Veterans Day & President's Day

☛Tuition will remain due even during the above holidays, unless they fall within a vacation camp.☛

### **Vacation Week Camp/Days off From School/Half Days**

Registration for these days and weeks will be taken on a first come first served basis and will be emailed to all emails on file approximately one month in advance. Registration for vacation weeks requires that you register for all day's available to ensure we are serving the greatest number of children and families, exceptions (2 or 3 day sign-ups) will not be made.

We staff for these days based on the staffing availability that is different from our normal schedule. On some Half Day's we may need to bus your children to the Bath Y to provide care when school lets out. Information regarding these days will be sent out as registration opens and it becomes available.

Tuition includes the cost of breakfast, afternoon snack and all field trips. If your child is unable to attend on a day you signed them up for during vacation camp, the fee *does not* change. *Notice of attendance changes must be made one week in advance. Any notice after that time, will still require full payment for the days your child is signed up for.* Questions surrounding any costs or fees should be referred to the Childcare Billing Specialist.

**General Activities**

<b>Before Care</b> (6:30 AM until the start of school)	<b>After Care</b> (The end of school until 5:30)
<ul style="list-style-type: none"> <li>• Arrival/Sign In</li> <li>• Games &amp; activities</li> <li>• Quiet time</li> <li>• Gym/Outside time</li> </ul>	<ul style="list-style-type: none"> <li>• Arrival &amp; Attendance</li> <li>• Snack</li> <li>• Quiet Activities: homework, reading, board games</li> <li>• Gym/Outside time</li> </ul>

**Homework**

We do offer a limited quiet choice time for homework and quiet activities. A child may do homework during the quiet choice time or during free time. We do not force children to complete homework. We do encourage them to utilize the quiet time in Y-Care to complete it however understanding of the expectation of your child to do their homework should be handled at home.

**Items Inappropriate for Y-Care**

There are many items that are brought to Y-Care which are not appropriate for the Y-Care environment. The following items should remain at home: lasers, large amounts of money, toys and games, cell phones, and weapons. Please read your school's policy on personal and inappropriate items.

The YMCA reserves the right to add items that are not currently listed, as needed to maintain an appropriate Y-Care environment.

**Swim Day (Excluding Coffin)**

The Y-Care Programs swim at the YMCA *two* Fridays per month. Parents will be informed and reminded prior to the swim day. Swim time is from 4:00pm- 4:45pm. Each child should bring his or her swimsuit, a towel, and goggles, if desired. All articles should be clearly labeled with a permanent marker. Please also have your child bring a plastic/waterproof bag for his/her wet articles. Any child with hair long enough to be pulled into a ponytail will be expected to put their hair up during swim time. We follow the State Licensing Requirements for swimming pools. All childcare staff at the Bath Area Family YMCA is required to take the YMCA Aquatics Safety Course. All children will be swim tested prior to swimming, or they will have to wear a life preserver.

Swimming Schedule and Menus will be available at the start of the school year.

### YCare Snow Day Policy

- *The Bath Area Family YMCA has the discretion to make closure decisions based on safety, conditions of roads, parking lots and sidewalks, as well as staff availability.*
- If your child's school has a **DELAYED START**(of any timeframe), there will be **NO AM YCare**. PM YCare will be held as usual IF the school opens after a delayed start.
- If your **school is CLOSED**, then there is **NO YCARE**.
- At this time there will be NO "Snow Day Care" at the Bath YMCA on school snow closure days based on safety and concern of all YMCA staff. Should this policy change all parents will be notified via email of the changes and program details.
- **Any delays or closures of your school can be monitored on on WCSH6. ALL PARENTS should check the WCSH6 closure listings, it is your responsibility to know if there is no school or a delay.**
- **WCSH6 WEBSITE:** <https://www.newscentermaine.com/closings>

### Weather Preparation and Daily Attire


Children should wear clothing appropriate for freedom of movement and active exercise. When snow is on the ground children should wear snow boots, snow pants hat & boots. State law requires that your child be given access to the outdoors daily, weather permitting. This will include winter weather, so remember boots, mittens, a hat and snow pants.

### Arrival and Pick up Policies

Safety is an important consideration here at the YMCA. Our policy is to know where every child is at all times. *Therefore, an adult must accompany his/her child into and out of the Y-Care programs daily. A parent/caregiver must be sure to let staff know they are leaving with the child they are picking up. All person's dropping or picking up MUST sign in AND out daily and write in the time below their signature (see below).*

Please note: *If the Y Care staff suspect that a parent/guardian is unable to safely transport their child at the time of Y-Care pick up, the YMCA will follow the guidelines listed under the Impairment Policy.*

### Propper Sign In/Out

	
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### **Resolving Parent Issues**

At any time, a conference or brief meeting with the Director or Site Director may be requested. For programmatic issues, Site Directors are an excellent resource. The Youth & Family Director is available to assist with policy issues as well as support program issues. The Bath Area Family YMCA feels that positive parent-teacher communication is necessary to create the best possible environment for children. All staff is directly supervised by the Youth and Family Director and Assistant Youth Director. When you have concerns or questions, we encourage you to communicate them to us in a timely manner.

### **Emergency Policy**

We conduct and complete monthly fire drills and emergency procedures for all staff and children to ensure the safety of everyone involved. Our emergency procedure is posted at each site.

### **Meal Time and Nutrition**

- All sites are peanut and tree NUT FREE!
- Snack is served daily during PM Care and follows USDA Food & Nutrition Standards.
- A menu detailing your child's snack for the week is available attached to the sign in/out sheets.

The Y-Care and is reimbursed for food/snacks we serve in our programs by the USDA Child and Adult Care Food Program.

*The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or protected genetic information in employment or in any program or activity conducted or funded by the Department (Not all prohibited bases will apply to all programs and/or employment activities).*

*We ask you to please leave all candy and soda at home while attending care at the YMCA.*

### **The Bath Area Family YMCA and 5210 Let's Go!**

The Bath Area Family YMCA supports and participates in the 5210 program. The 5210 message (5 or more fruits and vegetables, 2 hours or less of recreational screen time, 1 hour or more of physical activity and 0 sugary drinks, more water and low fat milk a day) is used consistently across all of the program areas.

### **Illness Policy**

We use common sense in our decision-making regarding sickness and trust that you will follow these simple guidelines:

- Activities, including swimming, gymnastics and outdoor play, should not attend.
- A child who is presenting any of the following symptoms, should be kept home and will be sent home, if any of these symptoms are noted
  - A temperature (of 101° or higher)
  - Diarrhea or Vomiting
  - An Unexplained Rash
  - Discharging Eyes or Ears

*Children must be without fever of 101° or greater for 24 hours and/or must be without vomiting and diarrhea for 24 hours before returning to the program. (Vomiting includes two or more episodes in the previous 24 hours.)* Please monitor your child for any unusual symptoms. If your child has been exposed to a highly contagious disease, please notify us. *Strep throat, Pinworm, Viral infections, Measles, Mumps, Chicken Pox, Fifth Disease, Scarlet Fever, Conjunctivitis, Impetigo, Fever, German Measles, Rashes, Ringworm, Roseola, Scabies* are among those conditions characterized as “highly contagious.

If a child has been exposed to a contagious disease, we will post notification to inform all parents of the possible exposure, symptoms to look for, as well as treatment. If your child has a contagious disease and there is a question as to when they should return to care, we may request a doctor’s note stating it is safe for them to return to care.

If your child develops any of these symptoms, you will be notified to come and pick up your child. You will then be required to make arrangements for your child to be picked up within one hour of the request.

If your child is sent home with a contagious disease, it is our policy that he/she may not return to the program for 24 hours.

### **Medication**

EpiPens and Rescue Inhalers are the only medication that will be administered in our program. **If you child uses and EpiPen or Inhaler one should be provided to the Site Director at the beginning of the program and should be clearly labeled with administration instructions.** Any other medication needing to administered should be arranged to be taken before or after the program or with the school nurse.

### **Family Participation & Interaction**

Therefore, we ask that parents follow similar guidelines when they interact with others when picking up and dropping off from the program.

- Use respectful language
- Listen attentively
- Talk or meet outside the classroom, away from children
- Please understand that the children are our first concern, and the discussion may need to be postponed until coverage can be found.
- Avoid adult conversation in front of the children

## Essential Eligibility Criteria

Due to the nature of a group-based style of this program, the following list of eligibility criteria have been developed to create a safe environment for all the children in our care. We will do our best to make any reasonable accommodations. Please list any accommodations in the Enrollment Packet.

- Your child should be able to meet his/her personal needs (toileting, basic hygiene.)
- Your child should be able to move from place to place with the group without wandering off or running out of the program area.
- Your child should be able to follow basic directions from staff.
- Your child should be capable of positive interaction in our group-based environment.
- Your child should be able to talk with a staff person when assistance is needed.

While most children in our care respond to our *Program Discipline Procedures (see below)*, some children exhibit continuing behaviors that threaten the safety and development of other children, or have special needs necessitating the use of additional strategies.

We want to provide children with the supports they need to be successful in our program. We encourage parents of all children with known disabilities (medical, educational/developmental, and behavioral) to:

- Share additional information with the YMCA. (Helpful information includes diagnoses, recommendations by physicians, and recommendations by child development experts and other professionals who have relationships with the child and family.)
- If a child has known or diagnosed behavioral issues, information MUST be shared by parents/guardians at enrollment.

## Behavior Policy

The Bath Area Family YMCA believes that all children and staff have a right to a safe and healthy environment. All Y Care participants are expected to promote safety and respect. Staff will demonstrate and encourage children to learn and use conflict resolution skills.

If a child is demonstrating unacceptable behavior, the staff will fill out a Behavioral Incident Report. Behaviors that warrant an Behavioral Incident Reports include but are not limited to: physical violence, inappropriate language, disrespect to staff or other children, dangerous behavior, bolting, or any behaviors which cause an unsafe environment for themselves, other children or staff members. **At anytime if a child is unable to follow the basic rules and expectations outlined parents or guardians may be contacted and required to pick their child up immediately from the program.**

## Program Discipline Procedures

Staff make every effort to ensure all participants have a positive experience. When a child does not follow the behavior guidelines, we will take the following steps.

**1. REDIRECTION:** Staff will redirect the child to more appropriate behavior.

**2. STOP & THINK:** If inappropriate behavior continues, the child will be reminded of behavior guidelines and rules, and will be asked to decide on action steps to correct his/her behavior. The parent/guardian may be notified.

**3. REFERRAL:** If a child's behavior still does not meet expectations and is affecting others, he/she will face consequences that may include, but are not limited to: loss of privilege(s), a phone call home, parent conference, or others. The parent/ guardian will be required to sign an acknowledgement of the action.

**4. SUSPENSION/EXPULSION:** If inappropriate behavior continues, the participant may be suspended from the program for a matter of time that could include the remainder of the year. Incidents will be addressed on an individual basis and severity of the incident will be taken into account. Examples of unacceptable behavior:

- Refusing to follow behavior guidelines or rules.
  - Using profanity, vulgarity or obscenity.
  - Stealing or damaging property (personal, school or YMCA property).
  - Refusal to participate in activities or cooperate with staff.
  - Leaving a program without permission.
  - Inappropriate sexual behaviors, gestures or harassment.
  - Endangering the health and safety of children and/or staff.
  - Teasing, making fun or bullying of other children or staff.
  - Physical aggression/fighting. Physical violence or bullying toward another child or staff member will result in immediate suspension for a period of 1 to 3 days. A second offense will result in expulsion for the remainder of the school year.
- **Bully Prevention Policy**
    - The Bath Area Family YMCA believes that all students have a right to a safe and healthy childcare environment. We have an obligation to promote mutual respect, tolerance and acceptance. The Bath Area Family YMCA will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words and actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.
    - The Bath Area Family YMCA expects students, family members and staff to immediately report incidents of bullying to the site director or the childcare director. The staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from the Y, on Bath Area Family YMCA sponsored activities, or at the Bath Area Family YMCA.

- To ensure bullying does not occur in childcare programs, The Bath Area Family YMCA will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

### **Termination Policy**

The YMCA may find that a child is not suitable for our childcare program if the child is unable to follow the basic expectations of our program. Incidents and behavior will be addressed on an individual basis and severity of the incident(s) will be taken into account. The YMCA reserves the right to terminate childcare services at any time.

**Please review these rules and expectations thoroughly with your child. Fees are non-refundable if a child is sent home for disciplinary reasons.**

### **Reporting Abuse**

The Bath Area Family YMCA believes strongly that the safety of children in our care is our utmost responsibility. Essential to this responsibility must be that parents believe in the State Policy which considers physical, sexual or emotional abuse intolerable and that immediate action will be taken if such an allegation is made. The following procedures will be followed in the event of an allegation:

- The alleged victim will be our primary concern ensuring safety, protection and comfort.
- The staff person, as soon as he or she is accused of abuse, will be suspended immediately with pay until the investigation is completed and a report issued.
- The accusation, suspicion or risk of harm will be reported immediately to the appropriate State authority.
- The Bath Area Family YMCA will cooperate fully with the investigation.
- The Bath Area Family YMCA will act responsibly when the investigation is over to ensure that all children in our program are protected.

In the case of an event observed by a staff member, or a direct report of a staff member, we will follow the following procedure:

- The staff member will report the observation/incident to the immediate supervisor/lead teacher.
- The supervisor/lead teacher will immediately report to the Director, and will determine what action should be taken.
- If a report to the Department of Human Services is needed, the above procedure will immediately be put in place.
- If no further reporting is necessary, the Director will report back to the initiator the rationale for this decision.

### **Impairment Policy**

If a YCare staff has reason to believe that a family member or responsible adult is unable to safely transport a child, the teacher or administrator will address the concern and offer assistance in arranging for alternate transportation for the adult and child.

*Examples of possible reasons a responsible adult may be deemed “unable to transport a child safely” include:*

- Odor of alcohol
- Slurring of speech
- Disturbance of gait
- Confusion
- Unusual behavior that may indicate impaired judgment or risk to safety
- Voluntary sharing of alcohol consumption

***If an observation is made which indicates the child may be at risk if the responsible adult operates a motor vehicle, the Teacher/Site Director or administrator will:***

- Document the incident using objective observation skills and language (report to DHHS, if deemed necessary (see Reporting Abuse)
- Attempt to find alternative transportation (contacting other responsible parties listed as possible pick up on emergency paperwork)
- Contact the police if the responsible adult refuses the above option (give the police the name of the driver and passengers, vehicle information, and our concern that the child may be in danger).