

WELCOME

Dear YMCA Child Care Family,

Thank you for enrolling your child in our YMCA Child Care. We are pleased to offer a wide variety of exciting and enriching programs for you and your family. YMCA Child Care programs are tons of fun but also instructive for life. Our staff provide activities that will have a positive, life-long impact on your child through:

- ✓ Developing self-confidence and independence
- ✓ Communicating core values of caring, honesty, respect, and responsibility
- ✓ Creating lasting friendships and lifelong memories
- ✓ Encouraging learning and exploration in a supportive environment
- ✓ Infusing fun and good health into activities each day

Positive relationships among kids, staff and parents are critical for each child's healthy development and social growth. A small ratio of children to staff enables Y leaders to engage in activities and conversations with each child every day. In our quality programs, staff are upbeat and interact with children using warmth, patience, understanding and fairness. In addition they:

- ✓ Are responsive to kid's feelings, needs, cultures, abilities and languages
- ✓ Encourage leadership skills by letting them offer ideas to expand or enrich an activity and suggest and initiate activities.
- ✓ Allow children - as a key part of learning - to make and learn from their own mistakes.

We also make sure that there are positive relationships among staff. We know the children look to Y staff as role models, watching and learning as they cooperate, communicate and solve problems with each other. We are excited about your interest in joining us as a part of our Child Care program. If we can answer any questions for you, please do not hesitate to call the YMCA. We look forward to having you as part of our Y family!

Sincerely,

Missy Lamkin
Child Care Director
mlamkin@beatriceymca.or



PHILOSOPHY AND PURPOSE

We're for youth development, healthy living and social responsibility.

YMCA child care programs will stimulate a child's physical, social, intellectual, and emotional development. We use small group experiences that are developmentally appropriate.

In YMCA child care programs, your child will:

- ✓ Develop physically, emotionally, and socially through a variety of safe, developmentally appropriate and challenging
- ✓ experiences
- ✓ Support school learning objectives and partner in academic achievement
- ✓ Expand awareness and appreciation for the natural world
- ✓ Learn and display the four core values of the YMCA: Honesty, Respect, Responsibility and Caring
- ✓ Increase appreciation for their own family, friends and surrounding community

YMCA CORE VALUES

The YMCA is committed to a value-based character development curriculum. The teaching of the following core values is incorporated into all youth activities:

HONESTY: Fairness of conduct and adherence to facts. Other virtues that relate to this concept include sincerity,

RESPECT: Special regard for others, including assertiveness, consideration, courtesy, gentleness, unity, tolerance, humility.

RESPONSIBILITY: Moral, legal and mental accountability, including courage, determination, helpfulness, justice, reliability,

CARING: Interest and Concern, including compassion, friendliness, generosity, kindness, love, mercy.

PARTNERING WITH YOU

A great program requires a partnership between staff and parents. As a partner in your child's success in our program, you have free access at all times, to all areas of the classroom used by your child. We invite you to become familiar with the staff and encourage you to visit and to participate in the program as often as possible.

PARENT/STAFF COMMUNICATION

At the Y we strive to provide you with timely and relevant information on our program that helps engage you as a partner in your child's success from bi-annual satisfaction surveys to monthly newsletters and from daily informal communication to program learning objectives. Please feel free to provide suggestions for improvement of these communication tools to best support you and your family at our Y.

NONDISCRIMINATION STATEMENT

All people are welcome at the YMCA regardless of race, sex, national origin, religion, sexual orientation or abilities. In our efforts to promote an awareness and understanding of the world around us, lessons about customs and celebrations of other cultures are a part of our curriculum.

YMCA child care will reflect and respect the diversity in our community.

The YMCA is committed to providing developmentally and culturally appropriate programming that respect, reflect, and support children and families; cultivate an understanding among children and staff and incorporate an anti-bias approach to curriculum.

POLICIES/PROCEDURES

DAILY SIGN-IN/OUT PROCEDURES

- ✓ A sign in/out area will be available when you arrive at the site. This site is located at the front desk.
- ✓ You must clock your child in everyday and clock your child out every day. There will be a child care card located at the front desk. The child care cards work just as a membership card. You will use this card as their time card.
- ✓ Your child will only be released to the parent/guardian or other authorized adult listed on the registration form. If you have other people wanting to pick up your child you MUST contact staff before pick up time. If this is a person not on your contact list, ID will be required from this person.
- ✓ For the safety of your child, we will not release your child to anyone who appears under the influence of drugs and/or alcohol, but will assist in making other arrangements for transportation home.
- ✓ Do not leave your child at the YMCA or Childcare facility unless a YMCA childcare staff is there to receive and care for your child.

LATE PICK-UP POLICY

Children must be picked up by the time the site closes. If an emergency arises and you are unable to reach the site by close, please phone us to assure both the staff and your child that you are on the way. State law requires us to notify CPS when children are left in a program without notification from families and when no contacts can be reached to pick up the child.

The YMCA follows these guidelines in response to a late pick-up:

1. Staff notifies the family to ensure that someone is on the way to pick up the child. If the family is not reachable, staff notifies emergency contacts.
2. If the family and emergency contacts cannot be reached, staff notifies the police.
3. If your child is picked up late on three occasions, your child's participation in the program may be terminated

SNACKS AND MEALS

Children enrolled in our child care programs will be offered a breakfast, lunch and afternoon snack daily. These snacks are not sufficient to replace breakfast or lunch. You will not need to provide meals, unless your child doesn't like what is on the menu. Lunches provided each day will include a dairy product, a protein, and two servings of fruit or vegetables. Please do not send candy, gum or soda with your child.

NUT ALLERGIES

To help the YMCA create a safe environment for children with life-threatening nut allergies, you may be asked to refrain from sending your child with food containing peanut butter or other nuts and/or other foods manufactured in a plant that processes nuts. If you have any questions please speak with the Program Supervisor.

WHAT NOT TO BRING

We ask that you keep these things at home:

- Cell phones
- Money, gum and candy
- Trading cards
- Weapons of any kind (toys included)
- Drugs, alcohol & tobacco products
- Any electronics
- Any valuables, including personal sports equipment
- IPODS

Many of these items can be lost, broken or stolen while at the site. If these items accidentally show up with your child, the teacher will hold them for your child and return them at the end of the day.

STAFF RATIOS AND TRAINING

Ages 5-12 Staff ratio 1:12

Ages 3-5 Staff ratio 1:8

Ages 4-5 Staff ration 1:12

Staff-child ratios are adjusted to assure adequate supervision for the age group, ability and physical condition of all the children.

All of our staff have had previous experience working with children and have attended and continue to attend regularly scheduled training events on behavior management, communication skills, and creative activities to do with kids. Staff maintain current certifications in CPR, First Aid, Child Abuse Prevention, and other certifications required by the licenser. In addition, staff and volunteers are thoroughly screened prior to employment and evaluated on a regular basis to ensure continually high performance.

TRANSPORTATION AND TRIPS

Any fees incurred on a field trip will be paid by the YMCA and are included in the weekly fee. (This excludes the Beatrice Water Park, you will need to buy a pass for our Summer Camp Program). Additionally, upon agreeing to this handbook, you have given permission for the YMCA to transport your child in the following vehicles: Mid-State Buses and the YMCA van.

Drivers are all thoroughly screened and authorized by the YMCA, based on experience and good driving records. Each driver must also have a Nebraska driver's license, be currently certified in First Aid & CPR, and participate in and approved by the State of Nebraska.

YMCA staff will ride the bus with the kids. A YMCA staff that has taken SAFE KIDS training provided by the Lancaster Health Department will accompany kids to their destination. No child must ever be left alone in the vehicle. No smoking in the vehicle that is used to transport children. All doors will be locked on the bus/van that is used to transport children. The driver of the bus/van must be at least 18 years of age and have a driver's license. The staff at the YMCA will carry a first aid kit and parent contact information for each child. The number of

children will not exceed the seating capacity. All children that are required by law will be properly secured in the appropriate restraint system as required by law. The car seats will be federally approved. Written permission forms will be obtained at the center prior to field trips. Children will not be transported without prior knowledge from the parents. Staff at the YMCA will keep within child to staff ratio. Staff will carry attendance sheets with them at all times. A staff will get off the bus before the children and there will also be a staff in the back of the bus. When the last child is off of the bus, that staff will do a sweep of the bus to make sure no child is left behind.

If the child has an emergency on the bus the staff will contact Missy Lamkin immediately. Missy Lamkin will contact family members for sick or injured children. For all other emergencies ie broken down bus, Missy Lamkin will contact parents through phone or email.

NOTE** during the school year in the Before and After School Program, the YMCA kids are transported to school by Mid-State buses. Once your child arrives, they will be walked out to the bus stop by a YMCA child care staff. Once your child steps into the bus, the YMCA is no longer responsible for your child. Your child is then the responsibility of Beatrice Public Schools.

LOST AND FOUND

Please label all clothing and items brought to the Y Program with your child's First Initial and Last Name. A lost and found center will be located in the classroom. At the end of each month, unclaimed items will be held for one month and then donated to Goodwill.

CUSTODY ISSUES

We realize that custody decisions and parenting plans are very important to both parents. However, we are not a party to any custody orders and not in a position to enforce parenting plans. If both parents are listed on the Registration Form (or if one parent is listed on the form but that parent has confirmed the

identity of the other parent) both parents may pick up regardless of the custody agreement. Any disagreements must be addressed by the parents away from the site. Please make sure you have established clear expectations between the parties. We do honor Restraining orders, Anti-Harassment orders, and any other court orders created for the protection of the child. Please provide a copy to Missy Lamkin.

FEES and PAYMENT

Tuition for our child care program pays for all direct operation costs, staff, snacks, meals and materials and must be available for your child whether or not he/she attends, therefore, days missed cannot be deducted from your fee. If you need to make changes or withdraw your child from our program, you will need to give written notification 2 weeks prior. You may notify Cindy Waltke (cwaltke@beatriceymca.org) or Missy Lamkin (mlamkin@beatriceymca.org). Please email for verification of all changes.

SUBSIDIZED ASSISTANCE

If your child receives subsidized care, a copy of your award letter must be on file prior to your child beginning care. Please call your caseworker to arrange child care in sufficient time prior to your child's start.

SUMMER CAMP and FULL TIME PRESCHOOL

Tuition for FULL TIME Summer Camp and full time Preschool is \$125.00 per week. A non-refundable \$30.00 registration fee per family/per calendar year is required at time of enrollment.

This fee includes:

- ✓ breakfast, snacks and lunch.
- ✓ all craft supplies and any other supplies for our programs.
- ✓ activity fees for all Summer Camp field trips (excluding Water Park Pass)

- ✓ Extended Care hours for Summer Camp and Preschool. (6:30-8:30 a.m. and 3:00-6:00p.m.)

All fees must be paid in advance of service. The Y accepts cash, credit card, check or debit card. Checks should be made payable to Beatrice YMCA. Fees are due at the front desk on the Thursday prior to the week of care. All payments that are automatic withdraw will be taken out of your account the THURSDAY prior to the week of care. You will not get credit on your account for days absent unless prior notice is given.

Your draft will be taken out of your account UNLESS prior communication is made between parent/Missy Lamkin regarding care for the week mentioned. Email is ALWAYS the best way to contact her for further questions. One week notice must be given for changes to your account. Two weeks written notice must be given for cancellations. If there is a question about billing, please contact CINDY WALTKE at cwaltke@beatriceymca.org.

SWIMMING/WATER ACTIVITIES

Children enrolled in any YMCA childcare program will have the opportunity to swim and take swimming lessons here at the Y and at the Beatrice Water Park. By agreeing to this handbook, you are giving the YMCA childcare program permission to swim in both of these locations.

The YMCA reserves the right to assess your child before any swimming activities and take precautions accordingly.

NON-SWIMMER – unable to swim/no swim instruction

BEGINNER SWIMMER – some

INTERMEDIATE SWIMMER – average swim ability
ADVANCED SWIMMER – skilled swimmer

By agreeing to this handbook, I grant permission for my child to apply sunscreen to him/herself while in the Y's care. While staff will supervise

the application, they will help children as needed. Sunscreen will NOT be provided by the Y; it must be provided by the student.

BEFORE AND AFTER SCHOOL

Tuition for Before and After School is based on the number of school days from the first day of school to the last and broken up into 10 even monthly payments.

School Age fees will be paid weekly and in advance of service. Payments will be made through a bank draft or credit card draft.

No credit will be given for holidays or non-school days. These days are figured out as vacation days that is included in your weekly payment. Snow days are not charged.

For withdrawal or cancellations, we request written notice 14 days prior to the cancellation day. Failure to do so will make the subsequent draft non-refundable. Deposits are non-refundable.

HOMEWORK PROGRAM

We know that a structured homework program supports the building of developmental assets in children. It specifically boosts commitment to learning, teaches positive values, and bolsters positive identity. The Y has developed a structured Homework

Program that has three major areas of focus:

- ✓ Assist children with their homework in a safe, quiet, and supervised environment.
- ✓ Assist children in the development of commitment to learning through engaging in homework daily.
- ✓ Partner with parents/guardians and teachers to promote the core value of responsibility and the development of good study skills.

SICK CHILD PROCEDURES

The YMCA cannot accept children for child care when they are ill. Staff will observe each child upon arrival daily. If your child is experiencing any of the symptoms listed below, we will ask that other arrangements be made for his/her care.

- ✓ Vomiting within the past 24 hours
- ✓ Too tired or sick to participate in daily activities
- ✓ Fever of 101°F or higher
- ✓ Draining Rashes
- ✓ Eye Discharge or Pink Eye
- ✓ Diarrhea
- ✓ Lice or Nits*

*If your child had lice or nits, he/she must be free of lice and nits to be able to return to the classroom. (at least 24 hrs.)

If your child develops these symptoms after drop-off, parents will be contacted and asked to come pick up their child. We will separate your child from other children until you can pick them up. Ill staff members will also be sent home. We will report communicable diseases to the local health department. We will also notify other parents so that they can take appropriate action to protect their children.

In the event that your child or anyone in the immediate household of the child develops a reportable communicable disease as defined by the State Board of Health, it is the responsibility of the parent to notify the YMCA within 24 hours or on the next business day in order for the YMCA to take proper action, except in the case of life-threatening diseases with must be reported immediately.

MEDICATION MANAGEMENT

Any staff who gives or applies medication will be trained in the 5 Rights.

The Five Rights are:

1. The Right Drug
2. The Right Recipient
3. In the Right Dose
4. By the right route and
5. At the Right time

Missy Lamkin and one other trained staff will be responsible for administering medication. Medication will be kept under lock and key. The key will be located in my desk. The Program Director has the responsibility to assess the ability of staff to give or apply medication. Any staff who gives or applies medication must NOT disclose information about a child's medication, physical or mental health condition unless it is needed to protect the child. There will be a posted sign-in sheet staff will use to document medication given. Any staff who gives or applies prescription medication (or nonprescription) may do so only with prior written permission and written instructions from a parent. Staff must comply with the instructions provided by the parents. Any errors in the medication administration will be reported to the parent. The dosage must be accurate. Expired medication must not be given and it must be returned to the parent. After medication is given, staff will wash their hands. All medications will be kept in a locked storage area and in their original container.

MEDICAL EMERGENCIES

By signing the release in this handbook, you agree to give us permission to seek medical attention for your child in case of an emergency. Please update this form as necessary with any changes in home, work or medical phone numbers. In the case of life threatening emergencies, a member of our staff will immediately call 911, administer First Aid and CPR, and notify you as quickly as possible. If you cannot be reached, your designated emergency contact will be notified. If transportation to the hospital is needed, a staff member will accompany your child in the ambulance and will stay with him/her until you arrive. For minor emergencies and injuries, all of our staff are trained in First Aid and CPR, and we will administer as needed. A staff member will then contact you to come and care for your child if

additional care is needed. For minor injuries that do not require us to notify you immediately, a verbal or written report will be given to you that day when you pick up your child, explaining what happened and how the situation was treated. Accident reports are completed for our records and are recorded in our medical log. We are required to notify the Department of Health & Health Services by phone and in writing of any serious injuries that require medical treatment, illness that requires hospitalization, occurrences of food poisoning, or communicable diseases. The hospital used for emergencies will be:
Beatrice Community Hospital
4800 Parkway
Beatrice, Ne. 68310

SPECIAL NEEDS

YMCA staff members are encouraging, patient, and helpful in paving a pathway for children with mild to moderate disabilities to succeed at YMCA Programs. We are not equipped nor staffed to work with children who need significant assistance with personal care, constant one-on-one support, or have great difficulty in managing their behavior in a group setting. If your child has a significant health issue or a special need, please contact the Missy Lamkin, to discuss appropriate accommodations.

Diaper Changing Procedure

It is preferred that children are no longer in diapers or pull-ups when attending childcare programs at the Y, but in the event of an accident, the following steps will be taken to ensure the child is properly cared for:

1. **Prepare for the diaper change.** Collect supplies needed (clean diaper, wipes, plastic bags, latex gloves, and clean clothes) and place them near – but not on– the diapering mat. Put on disposable latex gloves before picking up the child. Place the child on the surface, and always keep a hand on him/her.

2. **Remove clothing and unfasten the diaper/pull-up.** Place soiled clothing in a plastic bag to send home. Unfasten the diaper, but leave the soiled diaper under the child.
3. **Clean the diaper area.** Clean the child thoroughly with disposable wipes. Wipe front to back. Be sure to clean all creases and cracks in the child's skin. Roll up the soiled diaper with used wipes inside and dispose in a garbage can liner. **Remove gloves.** Remove gloves by grabbing one glove from the middle and pulling it off, then pulling the cuff of the other glove by sliding your hand inside the cuff and pulling it down toward your fingertips. Turn the second glove inside out over the first glove as you take it off. Avoid touching the glove surface with your bare hands. Dispose of gloves in the garbage can liner, tie the liner, and dispose in the garbage can in the restroom area.
4. **Wipe your hand and the child's hands.** Use separate wipes for yourself and the child. Dispose of wipes.
5. **Put on the clean diaper.** Use facial or toilet tissue to apply any necessary diaper creams. Fasten the diaper securely, and dress the child.
6. **Wash the child's hands with soap and warm running water.** Encourage the child to help with hand washing as soon as he or she shows interest. If the child is too young to wash her own hands, place the soap on the child's hand and rub them together, then rinse well and dry.
7. **Return the child to the play area without touching anything else.** Do not hand the child a toy or touch any equipment. Remember that your hands still have not been washed.
8. **Clean and disinfect the diaper table.** Clean the surface with a spray bottle of soap and water, rinse, and wipe with a paper towel. Disinfect the diapering area with a bleach and water solution. Allow the solution to stay on the surface at

least two minutes, then wipe dry with a paper towel or allow the surface to air dry.

9. **Wash your hands thoroughly with soap and warm, running water.** If you are changing several children's diapers in a row, be sure to wash your hands and disinfect the diaper table after each diaper change.

BEHAVIOR MANAGEMENT

The YMCA strives to meet the needs of all children by setting guidelines and boundaries appropriate to each stage of development. If problems arise, we will use the following sequential procedures:

1. The child will be encouraged to use his/her words to try to solve the situation peacefully.
 2. The child will be redirected to a new activity.
 3. The child will be removed from the situation until he/she is able to rejoin the group.
 4. Parents are alerted and encouraged to share ideas.
 5. Parent & Staff conference will be held with recommendation for an immediate behavior contract or short-term suspension from care.
 6. Complete removal of the child from program.
- As a partner in your child's success, we encourage you to share information with us that may affect your child's behavior. We are committed to working with you in the best interest of your child and the rest of the children in our care. We do not use or endorse any form of corporal punishment by anyone (including parents). We do not condone biting, jerking, shaking, spanking, slapping, hitting, kicking or any other means of inflicting physical pain. Because there are such a wide variety of behaviors that children display, the YMCA reserves the right to make the decision to suspend or expel a child based on the physical or emotional safety of the child, other children in the program, and the staff. In such a situation, parents may be called to come pick-up their child immediately or the child may be separated from the group for the remainder of the day.

CHILD SAFETY

As a partner in your child's success, the YMCA is committed to providing a safe environment for all participants and staff. We work hard to create an environment that is both physically and emotionally safe for children. If at any time you are concerned about the physical or emotional health of your child, please do not hesitate to speak to a staff member or call Missy Lamkin.

PERSONAL SAFETY TALKS

As part of our program, staff engages in discussions designed to increase children's understanding of touching and personal space limits. YMCA staff will model the use of correct words for body parts and functions and respond to conversations and questions in age appropriate ways.

SUPERVISION OF CHILDREN DURING TRANSITIONS

YMCA staff are required to do face and/or name checks when transitions occur. Examples of transitions are moving from the classroom to the playground and back, changing activities, use of transportation, etc. Staff utilize many different techniques for supervising children during transitions, including the buddy system, roster checks, and additional staff to help with transitions.

EMERGENCY PROCEDURES

All sites practice monthly fire drills and have a posted evacuation plan. The YMCA has written emergency policies for a variety of issues. A copy may be obtained from the YMCA or by contacting the Program Director.

DISASTER PLAN

Branch: Beatrice YMCA

Each child care center is required by law to develop and implement a disaster plan designed for response to fire, natural disasters, and other emergencies. The plan must address what you are

going to do if there is a disaster and parents/guardians are not able to get to their children.

Q. How will you account for all children and staff during and after the emergency?

A. Roll call; staff assigned to groups; specific meeting places; children and staff files move with children.

Q. How will you evacuate the premises?

A. Evacuation routes posted at each site, based on the school or site disaster plan.

Q. At what location will you meet after evacuation?

A. See specific plan posted at each site on the Family Board. (Good Sam's)

Q. How will you contact parents/guardians or how will parents/guardians be able to contact your child care center?

A. Site cell phone; most staff have cell phones; through emergency workers. Files with emergency contact phone numbers remain with the children.

Q. Where can I obtain current licensing information?

A. Licensing information is available on site for your review. You will also find a copy of the most recent child care checklist for licensing renewal, monitoring checklist, and facility licensing compliance agreement with any deficiencies noted. Please contact your Site Supervisor for more information.

CODE OF CONDUCT

The YMCA is committed to providing a positive atmosphere that is safe and inclusive to all in our community. Therefore, the YMCA has adopted a code of conduct to govern the actions and behavior of all people while in our facilities and while participating in YMCA programs.

Individuals are expected to:

- ✓ Uphold the YMCA core values of respect, responsibility, honesty, & caring

- ✓ Provide an atmosphere free of derogatory or unwelcome comments, conduct or actions of a sexual nature, or actions based on an individual's sex, race, ethnicity, age, religion, abilities, sexual orientation, or any other legally protected
- ✓ statutes
- ✓ Be respectful and cooperative with YMCA staff and others

The following will NOT be tolerated at YMCA facilities and in YMCA programs:

- ✓ Abusive, harassing, and/or obscene language or gestures
- ✓ Threats of harm, physical aggression, or violent acts
- ✓ Weapons of any kind
- ✓ Smoking
- ✓ Damaging or defacing YMCA property
- ✓ Possession, sale, use, or being under the influence of alcohol or illegal drugs
- ✓ Offensive and unlawful conduct
- ✓ Purposefully leaving the area of supervision without permission
- ✓ Improper exposure

Individuals who experience or observe inappropriate conduct are encouraged to promptly report their concern to YMCA staff. Every effort will be made to ensure that reports are investigated and resolved promptly and effectively.

Failure to follow this code of conduct will result in disciplinary action, which may include a one to three day suspension. A parent conference will be scheduled to develop a behavior contract in order for your child to remain in the Program. It may become necessary for the benefit of the child, as well as for the safety of the other children, to remove a child from our program.

CHILD ABUSE REPORTING

YMCA staff are required to report immediately to Child Protective Services (CPS Intake), licensor or police any instance when there is reason to suspect the occurrence of physical, sexual, or emotional abuse, child neglect or exploitation. We may NOT notify parents if this occurs except

upon the recommendation of Child Protective Services or the Police.

STATEMENT FOR PREVENTION OF ABUSE

A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of youth and children.

Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the YMCA.

Child abuse is mistreatment or neglect of a child by parents or others resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of its concern for the welfare of children and youth, the YMCA has developed policies, standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, all employees are screened and background checks are conducted upon hiring or rehiring. Additionally, employees who have contact with children and youth receive training in recognizing, reporting, and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse.

Some guidelines employees are expected to follow:

- ✓ Avoid being alone with a single child where you cannot be observed by other staff or adults.
- ✓ Giving personal gifts to program participants or their parents is not allowed.
- ✓ Program rules and boundaries must be followed, including appropriate touch guidelines.
- ✓ Children or youth should not be singled out for favored attention.
- ✓ Dating a program participant under age 18 is not allowed. Some YMCA programs may have additional restrictions.
- ✓ Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.

- ✓ Verbally, physically, sexually, or emotionally abusing or punishing children or youth is not allowed.
- ✓ Children may be informed in a manner that is age appropriate to the group of their right to set their own "touching" limits for personal safety.
- ✓ Children should only be released to authorized persons in programs with controlled pick-up procedures.
- ✓ Any information regarding abuse or potential abuse should be documented in writing.
- ✓ At the first reasonable cause to believe that any child abuse exists, it should be reported to the supervisor or branch executive so that proper reporting can be initiated.
At the first reasonable cause to believe that an employee or volunteer abused a child or youth, even if it was not during working hours, his or her conduct should be reported to the program director and the branch executive or another designated branch representative. Additionally, it is the YMCA's protocol to make a report to the appropriate authorities. Appropriate actions will be taken regarding the employee or volunteer, including suspension or termination from YMCA employment or volunteer status.
- ✓ Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor.

INCLEMENT WEATHER

When school operations are closed due to inclement weather, the YMCA will have a SNOW DAY of care. If schools are running late two hours, the YMCA will follow the applicable bus times. Please make sure that an authorized staff member is available to supervise the site before leaving your child. Please listen to KWEBE, channel 10/11 or check the YMCA Facebook page for any other inclement weather instructions.

HOLIDAY & SITE CLOSURES

YMCA Child Care programs are closed on the following days:

- ✓ Labor Day
- ✓ Thanksgiving Day
- ✓ The day after Thanksgiving
- ✓ Christmas Day*
- ✓ Christmas Eve
- ✓ New Year's Eve
- ✓ New Year's Day*
- ✓ Memorial Day
- ✓ Independence Day*

*If the holiday falls on a Saturday, there will be no care on the preceding Friday. If the holiday falls on a Sunday, there will be no care the following Monday.

In addition, there may be closures at the end of the school year and prior to the beginning of the school year for center clean up/set up and staff training and development. Contact Missy Lamkin for specific closure dates.

VOLUNTEERS

At the YMCA we welcome parents or guardians to help throughout the day in your child's programs. We also offer many other volunteer opportunities such as helping with field trips, administrative work, classroom decorations, youth sports, and involvement in our Annual Campaign. Please speak with staff at your program for more information. We are also a site for the Foster Grandparents program. We hire many Foster Grandparents and they work with the youth in a positive manner.

GRIEVANCES AND APPEALS

Our grievance process is designed to address your concerns, complaints and problems. Any individual grievance that a family may have regarding the care of their child or with the policies or practices of the YMCA, should be first addressed with the Program Supervisor, within 5 calendar days of the incident referred to in the grievance.

If the problem is not satisfactorily resolved the family may request a meeting with the CEO Alison Leonard within 10 days of the original incident. If no resolution is attained at this level, the family may submit the grievance in writing within 30 days of the original incident to the Board of Directors President. You must include a copy to the CEO stating the nature of the grievance and the desired resolution. Within 10 days after the receipt of the grievance, the Board shall establish a date and time for a hearing, which the family may attend.

CONFIDENTIALITY

The YMCA considers personal information to be confidential and has policies and procedures in place to protect it against unlawful use and disclosure. By "personal information," we mean information that relates to your child and family. Personal information does not include publicly available information or information that is available or reported in a summarized or aggregate fashion but does not identify you. All children and family personal information remain confidential and the YMCA is not sharing any of that information with anyone without parent/guardian permission. Any information of a confidential nature will be shared only with those who need to know.

Please sign the ACKNOWLEDGEMENT OF RECEIPT and PHOTOGRAPHY/VIDEO RELEASE attached to back of handbook.

Thank you for choosing the Beatrice YMCA for your Child Care needs. If you ever have any questions or concerns, please feel free to contact:

Missy Lamkin
402-223-5266
mlamkin@beatriceymca.org
Child Care Director, Beatrice YMCA

Alison Leonard
402-223-5266
aleonard@beatriceymca.org
CEO, Beatrice YMCA

Cindy Waltke
402-223-5266
cwaltke@beatriceymca.org
Office Manager, YMCA