



SPECIAL CARE PLANS

If a child is enrolled in our program or would like to be enrolled in our program and has some special or differing needs, we ask the following plan to be followed:

*Parent/guardians, therapist, other involved parties, meet with the YMCA Youth Development staff that will/may be involved in the care of the child.

*After initial meeting with parent/guardian or other interested parties, staff of the YMCA Youth Development Center will discuss and make a determination if we are capable of providing quality care for the child. Deciding factors will include, but not limited to, type of care needed, additional staffing necessary, skills of staff needed and number of children with differing needs already enrolled in our program.

*If the child is enrolled, the following will be done on a regular basis:

- 1: Scheduled meetings between parents and staff.
- 2: Child care staff will be included in pertinent IEP meetings
- 3: Regular review of care plan developed for the child to assure that we are continuing to meet the child's needs.

Items listed above are imperative to support the child and staff in the appropriate care of the child. Deviating from these steps must be agreed upon by all parties.

BEHAVIOR ACTION PLAN DISCLAIMER:

A child can/will immediately be dismissed from our care if:

- *a child intentionally injures a staff or child that requires medical attention.
- *a child continuously harms staff and other children after redirection.
- *the parents of a child do not agree to develop or follow through with an action plan.
- *a child violently destroys property to an extreme nature.
- *there are repeated incidents of a child running from the program, facility or staff.

A child will be dismissed from transportation if:

- *a child is disruptive on the vehicles to the point of the driver needing to stop the vehicle to control the situation or if the driver feels it is unsafe to transport the child in a program vehicle.

It is the policy of the YMCA Youth Development Center that the removal of any child from our program is always done at the discretion of the YMCA child care staff and management. If at any time we feel that we cannot meet the needs of the child without prohibitive change or cost to the program, we may give notice to end care for your child.



YDC CHILD BEHAVIOR REPORT

THIS REPORT IS WRITTEN ONLY BY LEAD STAFF MEMBERS AND IS GIVEN TO A PARENT OR GUARDIAN FOR DOCUMENTATION AND REFERENCE.

IF YOU ARE RECEIVING THIS REPORT IT MEANS THAT THE LEAD STAFF MEMBER ALONG WITH THE CHILDCARE DIRECTOR HAVE CONCLUDED THAT YOUR CHILD'S BEHAVIORS HAVE COME TO A POINT THAT THEY ARE NO LONGER BEHAVIORS THAT WE DEEM AS NORMAL/ACCEPTABLE CHILDHOOD BEHAVIORS.

ONE BEHAVIOR REPORT IS FOR DISCUSSION AND DOCUMENTATION.

A **SECOND** REPORT CAN/WILL RESULT IN A PARENT, STAFF MEETING TO PUT A BEHAVIOR PLAN INTO PLACE.

A **THIRD** REPORT CAN/WILL RESULT IN FURTHER ACTION UP TO AND INCLUDING SUSPENSION AND/OR DISMISSAL FROM THE PROGRAM.

Child's name _____ Date _____ Time _____

Brief description of behavior and action taken:

Please contact: _____ Phone: _____

It is necessary to set up a meeting between staff and parents to discuss options to help your child succeed in our program.

We would like to set a meeting for the following date and time. Please respond if you are able to meet at this time.

DATE: _____ TIME: _____



YMCA Youth Development Center
BEHAVIOR ACTION STEPS

ONE – After the first occurrence of behavior that is no longer considered tolerable or acceptable childhood behavior

Lead staff will give Director all written behavior documentation along with supporting details, actions taken and outcomes.

STEP TWO – After the second occurrence of behavior that is no longer considered tolerable or acceptable childhood behavior

A meeting with the Parents, Lead staff and Director will be held to discuss the behaviors and develop a behavior action plan. The action plan will be discussed thoroughly as well as any possible outcomes. Action plans will include efforts and actions to be taken by all parties involved and include an appropriate timeline. Behavior action plans are based on the needs of each individual child as well as the needs of the center. The behavior action plan is a means to elicit the best behaviors possible so that the child can thrive in our care.

STEP THREE – After the third occurrence of behavior that is no longer considered tolerable or acceptable childhood behavior

Below, but not limited to, are the efforts and actions that can/will be taken if a third occurrence of unacceptable behavior occurs.

- *Consult outside agency (Staff/Parent initiated)
- *Classroom/Schedule change if feasible
- *Other: can include, but not limited to, suspension, arrangements for the parent to pick-up child if child is acting out, limiting child's activities, requiring a one on one staff to be with the child and/or expulsion.

At this point we will put into effect a revised behavior plan and follow through until the timeline has expired (sooner if necessary) and reevaluate to make any necessary changes.

BEHAVIOR ACTION PLAN DISCLAIMER:

A child can/will immediately be dismissed from our care if:

- *a child intentionally injures a staff or child that requires medical attention.
- *a child continuously harms staff and other children after redirection.
- *the parents of a child do not agree to develop or follow through with an action plan.
- *a child violently destroys property to an extreme nature.
- *there are repeated incidents of a child running from the program, facility or staff.

A child will be dismissed from transportation if:

- *a child is disruptive on the vehicles to the point of the driver needing to stop the vehicle to control the situation or if the driver feels it is unsafe to transport the child in a program vehicle.

It is the policy of the YMCA Youth Development Center that the removal of any child from our program is always done at the discretion of the YMCA child care staff and management. If at any time we feel that we cannot meet the needs of the child without prohibitive change or cost to the program, we may give notice to end care for your child.

In this section you will find the behavior reports & guidelines that we follow:



YDC OUCH REPORT

Child's Name _____ Date _____

It happened: Inside Outside @ _____ (time)

Description (if you need a more detailed description please speak with a Lead staff member): _____

First Aid given: Washed Band-Aid Ice Rest/Observation TLC Called Parent
Staff attending the injury: _____ Other witness: _____



YDC CHILD INCIDENT REPORT

THIS REPORT IS GIVEN AS INFORMATIONAL TO A PARENT OR GUARDIAN. PLEASE USE THIS AS A TALKING POINT WITH YOUR CHILD. WE RECOGNIZE THAT MANY BEHAVIORS ARE 'CHILD' BEHAVIORS DEPENDING ON THE AGE OF A CHILD BUT WE ARE OBLIGATED TO REPORT TO PARENTS OR GUARDIANS BEHAVIORS THAT WE DEEM AS 'PUSHING THE LIMITS' OF TOLERABLE OR ACCEPTABLE CHILDHOOD BEHAVIORS.

Child's name _____ Date _____ Time _____

Brief description of incident: _____

We took the following action: _____

If you would like to discuss this further please contact the Lead staff in your child's classroom.

Staff preparing this report: _____

Medication Authorization Form

The policy is medication will only be administered if it has been prescribed by a qualified medical practitioner, is in its original container and I have a signed permission form with directions.

I, _____, authorize _____
(Parent's name) (Care provider's name)

to administer _____ to my child _____
(Medication) (Child's name)

with the following instructions:

Dosage:

Time(s):

Special Instructions (ie: on full/empty stomach, etc.) _____

Possible Side Effects: _____

Parent Signature

Date

Time and date administered:

| Date | Time | Provider Initials |
|------|------|-------------------|
| | | |
| | | |
| | | |
| | | |

YMCA extended hours guidelines

1. If there is an emergency and you will be up to a half-hour late in picking up your child, please call one of the numbers listed below:

Missy Lamkin 402.806.8697

Denise McAllister 402.239.8834

Big YMCA 402.223.5266 (front desk)

Little YMCA pre-school 402.806.4520

2. You will be invoiced \$10.00 for every 15 minutes past 6:00PM
3. Staff will be at the Big Y and Little Y at 6:30AM Monday through Friday. Camp will close at 6:00PM
4. Children will only be released to parent/guardian or persons designated by parent/guardian.
5. During extended hours staff will provide quite activities, such as board and children's card games, playground time, and "G" movies if weather is not favorable to be outside.

I have read and agree to abide by the guidelines for extended hour as written above.

Child's name _____

Signature of parent/guardian _____

5.17.2018

I have read and understand the following YMCA Summer Camp 2018 forms and agree to abide by all regulations outlined in the forms.

Youth Day Camp (YDC) Ouch Report and YCS Child Incident Report

YDC Child Behavior Report/Behavior Action Steps

Behavior Action Plan/Special Care plans

Medication Authorization Form

YMCA extended Hours Guideline

Signature _____ Date _____