

ASHLAND AREA YOUNG MEN'S CHRISTIAN ASSOCIATION



CHILD CARE POLICIES & PROCEDURES MANUAL

Updated 3/25/25

606-329-6784 Child Care Building
606-324-6191 YMCA Main Facility
606-324-3676 YMCA Fax

Ashland Area YMCA Mission Statement:

“To put Christian principles into practice through programs that build mind, body and spirit for all.”

www.ashlandareaymca.org

**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Letter from the YMCA CEO

On behalf of the entire staff of the Ashland Area YMCA Child Care, I would like to welcome you and your child to our facility and to thank you for putting your trust in us. Here at the Y, one of our many mission-based goals is to help build strong kids, strong families, and strong communities. What better place to start than in the early years? We promise to be honest and responsible while providing a loving, caring, and respectful environment for your child to learn and grow in. Our staff is trained and dedicated to the enrichment of each child. Each classroom is designed to meet the needs of that specific age group. Age-appropriate curriculum is taught throughout the year. Our staff are excited and prepared to meet your child and to begin a nurturing relationship of learning and growth. Thank you again for choosing the Ashland Area YMCA for your childcare needs.

Sincerely,
Scott Campbell, CEO

YMCA Child Care Mgmt.:

Jennifer Layne
Child Care Director

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Alma Yoakem,
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**LEARN
GROW
THRIVE**



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Write USDA, Director, Office of Civil Rights
Room 326-W
Whitten Building
1400 Independence Avenue,
SW. Washington, DC20250-9410
Call (202) 720-5964 (voice and TDD) USDA is an equal Opportunity provider and employer.

HOURS OF OPERATION:

7:00AM until 5:30PM Monday through Friday

ENROLLMENT

The following forms must be completed and returned prior to the first day of attendance in accordance with state regulations:

- CACFP Food Program Enrollment Form
- Current Kentucky State Immunization Record*
- Emergency Information Card
- Enrollment Application
- Activity and Emergency Consent Form
- Policies and Procedures Manual Receipt



We need to know any allergies or special dietary needs your child may have. If your child has a special dietary need, we will also need a letter from the child's physician to keep on file.

*If your child is from out of state, you can have immunization records transferred over at the Boyd County Health Department.

As parents, it is your responsibility to maintain current updated health records. It is in the best interest of your child to notify the Center of any changes in health statements. If health records are not complete at the time of enrollment or within thirty (30) days after enrollment, your child may be removed from the Center.

It is essential that all pertinent information about a child's needs be available to staff during enrollment and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, a parent has the obligation to disclose significant medical, physical or behavioral issues at the time of the child's enrollment and on an ongoing basis.

The YMCA Child Care Program welcomes all children. To the extent it is reasonably able to do so, the YMCA Child Care Programs will provide services to children with disabilities and special needs in the same manner as services provided for other children of comparable age.

Your child will need a period to adjust to the new surroundings, teachers, volunteers, and other children, even if they have previously attended Child Care. Our staff are experienced in helping with this separation period and will be a little extra nurturing and caring while building trust with your child. If you are feeling anxious after drop-off please call and check on your child once you arrive at your destination. We will be more than happy to give you an update. Chances are your child will be busy playing or learning and you can ease your mind and focus on your daily tasks.

Please remember that during this time of transition your child may "act out" by doing some or all of the following:

- Clinging and refusing to let go at drop-off.
- Have a tantrum.
- Forget their toilet-training and regress a bit.
- Loss of appetite for a short time.
- Wake up during the night with bad dreams.
- Express a desire to stay home, stating they do not feel good, etc..

Usually, these behaviors are temporary and will resolve in a short time. If your child is treated lovingly yet firmly, these behaviors should not last long. If you are enthusiastic, chances are your child will be too!

We will give all children a reasonable amount of time and our best effort to acclimate being in Child Care. We do, however, reserve the right to decide whether the child shall remain in the program if they fail to adjust.

Please feel comfortable letting us know about any problems or concerns that might arise.

Confidentiality

All records concerning children and their families will be kept in filing cabinets in the Director's office. Your child's file is available for review by the Department of Social Services, The Kentucky Cabinet for Health and Family Services and the Kentucky Department of Education's Child and Adult Food Program Auditors.

Otherwise, your child's file is only accessible by office personnel. Emergency release information will be accessible to any staff person and will be placed in an area that is conducive to instant access. Children's files will not leave the office, except when signed out by authorized staff for a specific purpose. Records will not be removed from the premises unless needed for a court case. In instances such as this, a subpoena must precede the removal of any records. No information concerning a child will be given to other parties without the expressed written consent of the child's parents or legal guardians.

Personal information about families (i.e. newly separated or divorced, arrests, serious illnesses, job losses, etc.) will be divulged to other staff only to the extent to which they need to know to support the child. Those who seldom have contact with the child may not need to know family details. Discretion will be highly recommended.

Custodial Issues/Disputes

The YMCA or the staff employed within will not become involved in any custodial disputes between parents/guardians. Staff will follow court orders to the best of our ability; however, we are not legal experts. All court orders submitted with the child's file must be official documents of the court. The YMCA will follow instructions given by the enrolling parent if it supports the court order. Non-enrolling parents can add authorized individuals on their court appointed day (following court orders). If custodial disputes are not handled appropriately by the parents, the child may be terminated from the program. It is both parents' responsibility to provide current and updated court orders as needed. Law enforcement may be called if needed to support the staff with protecting the child and following a court order. The YMCA Staff is unable to deny a parent access to their child unless legal documentation is on file, which may include custody agreement.

Tuition Agreement and Attendance

The Ashland Area YMCA Child Care Center operates as a FULL-TIME enrollment facility. Students are registered for and charged for 5 days per week whether they attend or not. Each new week is charged on Monday and will need to be paid by Friday of the same week. Research shows that one of the best ways for children to be successful at school is to attend regularly and on time. The same holds true for Child Care. If your child is here regularly and on time, they will receive the most out of each day.

We do accept Kentucky Child Care Assistance. You can see if you qualify by contacting Benefind at 1-855-306-8959 or www.benefind.ky.gov

If you are a state subsidy recipient, your child may only miss 5 days per month. This is in accordance with your subsidy contract; after 5 days absent, you will be responsible for paying the full amount for the rest of the days your child misses in the month. This is in addition to any co-pays.

Payment Information and Fees

- You can make payments in person at our Child Care Office or over the phone at 606-329-6784. We accept cash, checks or credit cards.
- Upon payment we will automatically email a receipt to the email address on file. If you would like a printed copy just let us know. We can reprint a receipt or payment history as well if you need.
- If more than one person is sharing program payment responsibilities for a child in our program it is the parent's responsibility to agree upon and pay the weekly fees. The YMCA Staff will not be involved in asking multiple people to pay.
- There are no refunds or credits for days missed. Each child will be permitted 5 missed days per each year (Jan 1 – Dec 31). The 5 days can be used for illness or vacation. You will be charged for all other days. Any child enrolled in the program who fails to attend for any amount of time past 5 days without notifying the Center's Director will relinquish their enrollment to the next child on our waiting list.
- In order to be fair to all our Child Care Families, those who do not pay program fees in a timely manner will be suspended or terminated from our program(s).

Tax Information

Beginning in January each year we can provide you with a tax statement of the previous year's payments for your records. Please let Office Personnel know if you need one.

Our tax ID is 61-0444-836

If more than one person is sharing program payment responsibilities it is the parent's responsibility to separate the payment history and tax information. We cannot separate accounts to reflect payments made by different parties for a child's participation in our program.

DROP OFF AND PICK-UP

Morning Drop-off is from 7AM-9AM

*All children must be in attendance by 9AM each day. No children will be allowed to enter after 9AM unless they have a doctor's excuse.

Drop-Off and Pick-Up

Our primary concern is the health and safety of the children who attend the Ashland Area YMCA Child Care Center; because of this, we will not release a child to anyone who may be under the influence of drugs or alcohol. In addition we expect that each child arrives and leaves in a state regulation car seat. In the event that violations should occur, we will immediately notify alternative authorized persons as listed by parents/guardians on the emergency notification card. If a change is not made we will notify authorities.

Signing In and Out

The office staff will act as official record keepers of attendance as well as a parent communication center. Daily sign sheets are kept in the office. It is the parent's responsibility to sign in and out every day as well as legibly signing and printing your name in the box at the end of your child's row each week.

Parents are always welcome to come into the center.

Pick-up can be anytime during the day but no later than 5:30PM.

- If you are late picking your child up, you will be charged a late pick-up fee of \$5 per minute per child after 5:30PM.
- Late Pick-up Fee must be paid before child can return.
- If you do not pick up your child by 6:30PM, authorities will be called.

Holidays Hours

Our center will be closed in observance of some holidays. You will not be charged for the following days:

New Year's Day
Memorial Day
Independence Day
One Monday in August for Shutdown
Labor Day
Thanksgiving
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve



YMCA PROGRAM PHILOSOPHY

Our Child Care Program strives to provide a safe, secure, and supportive environment that gives your family peace of mind when you cannot be there yourself. We believe that children learn through play and in giving our children ample time to explore their interests through play. We believe in focusing on your child's abilities and strengths to help nurture learning, independence, and confidence. We encourage critical thinking and conflict resolution skills. We promote opportunities for children to develop personal discipline including taking responsibility for their own actions, learning to set and accept limits, as well as respecting themselves and others. We believe in fostering an appreciation for diversity. We believe that when children are exposed to consistent displays of positive character traits, they will develop a healthy sense of self-worth, and a willingness to help others. We believe in encouraging physical fitness and healthy eating. We believe in family engagement and in doing all we can to include and help support your family through activities and programs that

enrich both your child's and your family's lives. We believe that building strong kids and strong families will strengthen the foundation of our community.

CHILD CARE STAFF REQUIREMENTS

- Child Care Staff shall be at least 18 years old, have a mature nature and serve as a role model in the community.
- Must have proof of high school diploma/GED/Commonwealth Child Care Credential (CCCC).
- Must Complete the National Background Check Program for Kentucky including Fingerprints and any out of state background checks.
- Provide a TB skin test or health professional statement.
- Pass a drug screen.
- This position requires an understanding of child development and childcare. The Child Care Staff must have skills in supervising groups of children in a variety of activities and the ability to maintain positive relationships with parents, co-workers and volunteers.
- Child Care Staff must be willing to acquire such training.
- Must complete all YMCA specific trainings such as Abuse Prevention Systems Sexual Abuse Awareness Training.

Staff Responsibilities to Maintain Employment:

- All Child Care Staff must complete 15 hours of professional development annually (Director +3) and incorporate what is learned back into the classroom.
- Update TB Skin Test every two years.
- Complete a professional plan with the director annually.
- Complete a staff evaluation with the director annually.
- Complete a CPR/First Aid certification every two years.
- Complete 1.5 hour Pediatric Abusive Head Trauma Training in the first 90 days of hire.
- Complete 6 hours of Orientation Training in the first 90 days of hire.
- Staff must continually apply knowledge gained from Orientation Training to daily routines, safety, care and supervision of children.
- Must be willing to acquire such trainings which may include travel.
- Must follow and implement all center policies and procedures on a daily basis.

TODDLER ROOMS

Our toddler rooms are 12 to 36 months.

The staff/child ratios in these rooms are as follows: 1:6 for the 1-year-olds and 1:10 for the twos.

The caregivers in these rooms possess specialized training and experience in age-appropriate care. The lesson plans are made flexible to cater to individual learning needs and are developmentally appropriate to stimulate the growth of each child. The staff will work with each child and their parents to ensure good communication between the home and our center.

Daily Needs:

Diapers

Wipes

2-3 Changes of Clothing

Crib Sheet and Blanket for Naptime (we provide the cot or mat)

Spill Proof Cup or Water Bottle

Lunch

Please label all of your child's belongings.

Any unlabeled item brought to the Center will be labeled by our staff with a permanent marker.

PRE-SCHOOL ROOMS

Our Pre-School Rooms are 3-5 years

The staff/child ratios in these rooms are as follows: 1:10 for the 3's and 4's and 1:11 for the five's.

Children play to learn, to grow and to experience the world around them. Our goal is to equip and arrange our pre-school rooms to provide optimum self-exploration and hands-on learning. Lesson Plans are made to meet the needs of the group

and the individual child. Concept introductions and lessons to be covered will be posted in the classrooms each Monday morning. These will provide parents with insight in their child's daily activities and learning. Parental involvement is welcome and encouraged. If you would like to contribute talents, time or materials, please let us know!

Daily Needs:

Pullups or Underwear

Wipes

2-3 Changes of Clothing

Crib Sheet and Blanket for Naptime (we provide the cot or mat)

Water Bottle

Lunch

Please label all of your child's belongings.

Any unlabeled item brought to the Center will be labeled by our staff with a permanent marker.

All of our children will be given adequate time each day to play in the Gym and on the Playground. Outdoor play is an important part of your child's day and total health. We will go outdoors on most days, weather permitting.



ASSESSMENT

All children enrolled in our center will be given the Brigance Early Childhood Screen III within 30 days of enrollment and a second screening can take place at midyear or end of year to measure progress over time.

- BRIGANCE Early Childhood screening tool focuses on the skills that lead to school success.

This early childhood screening and assessment uses observation, interviews, and child performance to pinpoint understanding in the domains tied to early development and school or kindergarten readiness. Test content aligns to the Common Core and many state-specific learning standards to equip educators with familiar information to fit their existing framework.

We use this screening and assessment in early childhood to assist with identifying potential delays and giftedness, supporting referrals for services, and planning individualized instruction.

We will communicate our findings with the parents within 30 days of screening regardless of results. If a referral is needed for delays or any areas of concern, we will be honest and direct parents to their child's pediatrician, the First Steps Program or Head Start at that time.

- First Steps is Kentucky's Early Intervention System (KEIS) and serves children from birth to age 3 who have a developmental delay or a medical condition known to cause a developmental delay. First Steps services are provided statewide and coordinated by the lead agency, the Cabinet for Health and Family Services.
- Head Start is a federally funded program for income eligible children ages 3 & 4 by August 1, and with a minimum of 10% enrollment slots for children with identified disabilities. Kentucky preschool program is a state funded program for income eligible four year olds by August 1, and 3 & 4 year olds with identified disabilities.

We will work with parents, pediatricians and therapists to build an education plan that is best for the child.

THIRD PARTY SERVICES

If your child participates in First Steps or any other type of speech, physical or occupational therapies, the therapists are welcome to come to our center for individual sessions. Please schedule these appointments around nap and meal times.

MEALS AND SNACKS

Nutritious breakfast and snack are prepared on site, which meet the guidelines of the Department of Education Food Program.

Lunch is provided by the parent or guardian and must include: milk, protein, (2) vegetables or (1) veggie & (1) fruit and a whole grain item.

The breakfast and snack service at the Center is intended to promote the development of good food habits and the furtherance of nutrition education through a well-balanced diet, including a wide variety of foods.

*Please do NOT send candy or pop in your child's lunch.

Please notify us if your child has any allergies (especially food allergies).

Breakfast begins at 8AM and continues until 9AM. All children will be offered breakfast.

Lunch

Ones – 10:30AM-11AM

Twos – 10:30AM-11AM

Threes – 11AM-11:30AM

Fours – 11:30AM-12PM

Fives – 12PM-12:30PM

Afternoon Snack is served between 1:30PM-3PM

Although you are required to provide a lunch for your child we do understand that life happens and sometimes lunches are forgotten. We cannot carry the costs of feeding so many children so often so if we have to provide a lunch for your child we will charge \$5 per each time we need to feed them.

School and Community Nutrition

USDA Nondiscrimination Statement

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USDA Nondiscrimination Statement

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete the USDA Program Discrimination Complaint Online Form (AD-3027) found online at How to file a Complaint, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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: (833) 256-1665 or (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

**Anitra Williams
Office of Finance and Operations
Division of Resource Management
300 Sower Blvd., 4th Floor
Frankfort, KY 40601
(502) 564-3716 Ext. 4314
Fax (502) 564-3611
anitra.williams@education.ky.gov
This institution is an equal opportunity provider.**

REST TIME

In accordance with state regulations, all children must have rest time. The children are not required to sleep during this time but will need to lay/sit quietly on their mat/cot. Soft music and dimmed lights will help to encourage rest. Each child is provided with a cot or mat. Please bring a blanket and crib sheet on Monday. You may also bring a pillow if your child prefers. These items need to be taken home each Friday to be washed.

POTTY TRAINING

Potty training is an important part of the child's growing independence, self-awareness and physical development. Potty training can only occur when there are definite signs of interest and developmental ability. Potty training must be a cooperative and consistent effort between home and the Center to provide maximum understanding and success for your child.

The Center will adhere to the following guidelines in potty training:

- Parents must give consent to begin the potty training process.
- Children who are in the beginning stages of potty training will be taken to the restroom often. This time interval will gradually be lengthened as success increases.
- During the potty training process, we expect accidents to happen. Extra clothing needs to be sent to minimize interruption of your work/school day. We will send all soiled clothing home in bags daily.
- All children need to be completely potty trained before 4 years of age or they will be removed from the facility.



SWIM LESSONS

YMCA Child Care prides itself as the only Child Care Center in our area to provide swim lessons to children in our program that are 3 years and older.

The child must be completely potty trained to begin and continue swim lessons. If child has a non-naptime accident, they will miss swim until they are accident free for three consecutive days. Swim Lessons are offered Tuesday, Wednesday and Thursday mornings as weather and staffing allow.

Your child will need a swim suit and towel. These items can be brought on Monday and need to be taken home on Fridays to be washed.

HEALTH AND WELLNESS

Records

Each child must have a current Immunization Record with the Commonwealth of KY printed on the document and signed by a physician on file at the Center.

If your child is from out of state, you can have immunization records transferred over at the Boyd County Health Department.

Illness Policy

The YMCA Child Care promotes the protection of well children by preventing illness whenever possible through proper cleaning techniques as well as teaching healthy habits such as handwashing. We encourage an understanding of good nutrition, exercise and proper rest for the development of healthy bodies.

What happens if your child gets sick while at the Center?

When the presence of the child poses a risk of spreading illness to other children, we will remove the child from the classroom and keep them comfortable. The child will remain with a staff person, until the parent/guardian can be notified and the child is picked up. Typically, the child will remain in the Child Care Office. It is important that the parent/guardian respond in a timely manner (one hour or less) in picking up their child.

This helps to ensure the sick child gets immediate care and to cut down the spread of infection to other children and staff.

It is the parent's responsibility to keep the Office Personnel informed of any changes to your work or emergency phone numbers. If you cannot be reached, we will contact someone you have authorized to come and pick your child up.

The following guidelines serve as a framework of specific symptoms for which the child will be evaluated for temporary exclusion:

Fever - If child has a temperature reading of 100.0° F actual or higher they will be sent home.

All children must be fever free without the use of medication for 24 hours before returning to the Center.

No Fever - If an underarm temperature is taken and reading is less than 100.0° F we will continue to monitor the child. If child is not able to actively participate in daily routines or they are exhibiting unusual behavior or appearance, they may still be sent home.

Other physical or behavioral symptoms where the child will be considered for exclusion from the Center may include but are not limited to:

- **Vomiting**
- **Diarrhea** - Three loose bowel movements in an hour.
- **Unidentified Rash** – If a child is sent home with an unidentified skin condition, the child may not return without a physician's note indicating that there is no danger of contamination to other children.
- **Upper Respiratory Complications/ Breathing Difficulties.** – If a child is required to take breathing treatments while at the center, a physician's note will be required stating the reason for the treatments and a date range that states how long treatments are to be given. (Revised 9/9/2021 per Scott Campbell, Executive Director)
- **Unexplained Change in Behavior and/or Appearance**
- **Discharge from Eyes or Ears**
- **Lethargy**

If your child has been sent home, or onset of symptoms occurred at home, it is important that your child not be returned to the facility until child has been symptom free for at least 24 hours. A doctor's note indicating child's wellness may be required to return. Children may not be brought to the Center within 24 hours of being prescribed an antibiotic.

In the event of a life-threatening emergency 911 will be called and child will be transported by ambulance to nearest hospital. Director, Supervisor or Administrative staff will go in ambulance with your child and will remain with them until you can arrive.

Children will be checked routinely throughout the year for Pediculosis (head lice). All children found to have Pediculosis will be sent home. Children will not be readmitted to the Center until fully treated. A release from the local health department or private physician may be required to return to Child Care.

Medication

No over-the-counter medication will be given to a child without written consent from parent/guardian. A doctor's not may be requested.

All medication including breathing treatments and epi-pens will be administered by the center with written permission. The Center shall keep a written record of the administration of each medication, including time, date, amount and full name of the staff member administering the medication. Medication shall be in the original bottle and properly labeled. At no time will medication be given to a child if the expiration date on the bottle has passed. Medication consent forms can be obtained at the Child Care Office.

Infectious Disease Control Guidelines

The Center will follow the Boyd County Health Department and The Kentucky Cabinet for Health and Family guidelines concerning infectious or communicable diseases. This includes but is not limited to reporting cases of the following illnesses:

- RSV
- Hand, Foot and Mouth
- Flu
- Covid
- Impetigo
- Thrush/Candida
- Roseola
- Scabies

- Measles
- Pinworms or Ringworms
- Chicken Pox
- Conjunctivitis (Pink Eye)
- Fifth's Disease
- Strep

If your child is showing signs or symptoms of any of the above illnesses, a physician's note will be required to return. We reserve the right to refuse return of a child who is still not feeling well or still showing signs of illness. Most of the above-listed illnesses will be 3-5 days out of the center with some being longer. Give us a call and we will let you know when it is okay for your child to return.

Infectious Disease Practices:

Cleanliness and the exclusion of children with infectious conditions are essential to the well-being of those attending the Ashland Area YMCA Child Care Center.

1. Daily Health Screen - A daily health screen will be performed on your child upon arrival each day. We look for the presence of fever (100.0), diarrhea, vomiting, rash, open draining sores or spots, or known exposure to an infectious illness. If any of these are found, the child will be isolated, and parents will be notified to pick up the child within one hour of notification. Children will not be permitted to attend the Center until such symptoms have subsided.
2. Parents will be made aware not to bring their child to the Ashland Area YMCA Child Care Center with any of the above-mentioned symptoms upon enrollment of their child in the program.

Prevention of Infectious Disease:

In addition to adherence to contagion check and guidelines listed above we will inform parents if their child has had any possible exposure to infectious conditions at the Center. Likewise, if parents or enrolled children have been exposed to any potentially infectious diseases, they should inform the Center Director.

Personnel:

All persons working in the Ashland Area YMCA Child Care Center will adhere to employee health guidelines.

Handwashing

1. Upon Arrival
2. After Toileting or Diaper Changes
3. Upon Returning from Outside
4. After Contact with Bodily fluids
5. After Handling Pets
6. Before Serving Food (Gloves and hats will also be worn while serving food.)
7. Before and After Eating
8. When Visibly Soiled
9. Before Leaving the Facility

Care of the Physical Environment:

1. Lead Teachers are responsible for labeling any child's items the parents have failed to label.
2. All soiled linens and clothing should be bagged and tied and must be sent home that day or laundered here.
2. All bedding will be sent home at the end of the week to be washed.
3. All high chairs and trays will be cleaned with a disinfectant between uses.
4. Daily cleaning of the floors with disinfectant detergents.
5. Counters, work surfaces, etc., will be cleaned and sanitized during routine use.
6. Special attention will be given to toys, books, etc. in the infant and toddler rooms. All rooms have "yuck" buckets for immediate cleaning for all mouthed toys.

Housekeeping:

1. The center will be cleaned by Housekeeping on a daily basis.
2. A thorough cleaning will be done on a preventative maintenance schedule. Center will also be cleaned on an as needed basis including shampooing of carpets, rugs and buffing/waxing of floors.
3. We will close Center on a Monday in August for shutdown (cleaning and painting whole facility).
4. An exterminator will inspect and spray monthly.

Injury

Injuries are a normal part of children growing and learning to use their bodies. Sometimes accidents just happen. If your child is injured while at Child Care, we will let you know.

If injury is mild in nature, small scrapes/cuts, small bumps/bruises and can be covered by a regular band-aid we will let you know at the end of the day. An accident form will be filled out to, which parent/guardian must sign upon pickup.

Accident forms are then put in child's file.

If injury is more serious in nature, we will contact you at the time of the incident.

If injury is severe or life threatening we will follow emergency guidelines. We will call 911 and then you. If transport to a hospital is required, we will stay with child until a parent/guardian can arrive and take charge.

DISASTER PLAN

In the event of a disaster, the center will retain responsibility of all children on the premises until they are released to a parent, guardian, or other designated person. In such instances that call for transportation to an official evacuation center, staff will remain with the children until all have been reunited with their families. Our official emergency evacuation building is the Paul G. Blazer High School.

Law requires that all Center employees remain on the premises and assume tasks assigned by the person or persons in charge. Staff may not leave the premises until the same person(s) gives them official permission to do so. Disaster Plans for fires, tornadoes, earthquakes and lockdowns are posted in the classrooms.

BEHAVIOR POLICIES

Discipline

Please understand that there will be times when your child must be disciplined. Discipline is the process of teaching self-control and the ability to live within limitations and agreed upon guidelines. We will, at no time, practice any form of corporal punishment (spanking, swearing at, physically harmed, or threatened, etc.). This goes against all that we believe.

If a child engages in disruptive behavior:

First, we will try **Reasoning and Redirection** - every effort will be made to help the child understand that their actions are unacceptable and to help them decide to a more agreeable path. Children may be redirected to alternate activities during this step. If the conflict is child-to-child, every effort will be made to have both children reason together to come up with a mutual solution to the problem.

Next, will be **Time Out** - the child will be placed in "time-out" for every minute of their age. For example, if the child is 3 years old that child will be placed in "time out" for 3 minutes. Removal from activities for the specified period of time can help discourage undesirable behavior.

If behavior issues become persistent or extreme, it may be necessary to consult with you concerning possible causes and solutions.

The Ashland Area YMCA Child Care Center follows a "Three Strike Rule".

Strike one would be if a child's behavior is extreme and we are unable to keep them from harming themselves, the other children, or our staff. We will call you and have you come and pick up your child within the hour. This system will continue two more times and then we will have to remove them from the center. We are willing to work with parents as a team and try different ideas. Every child and situation is different. Please understand this is for extreme behaviors.

The Director reserves the right to remove any child from the center for any reason at any time.

Biting

Biting is a typical, yet frustrating, problem for the parents of young children. We understand that toddlers bite for many different reasons. We will work with parents and try different ideas to keep toddlers from biting. If we cannot deter the behavior after reasonable attempts are made, we will adhere to the three strike rule. If bites are severe, we reserve the right to remove the child at any time.

CHILD ABUSE AND NEGLECT

When a child is endangered, either in areas of health, abuse or neglect, staff is legally obligated to report suspicions to the proper authorities.

All staff are required to take training on this subject. The YMCA also requires an additional Prevention Systems Sexual Abuse Awareness Training that covers recognizing and reporting all types of abuse. Completion certificates are in the employee's files in Executive Director's office.

PICTURES AND VIDEOS

Occasionally, photographs or video recordings of classroom activities for the purpose of language development, play-acting and other curriculum experiences will occur in your child's classroom. Photographs and videos of our students may

be used in advertisements or for educational purposes. Please inform Director if you wish for your child to not be included in photos or videos.

SECURITY FEATURES

We do have a camera system in our facility. Our system records as well as offers a live feed. The live feed videos are on a screen at all times in the office. Security footage will not be shared or reviewed unless there is an issue that needs to be investigated.

CHILDREN'S POSSESSIONS

The Center is equipped with games, toys, crafts, and books to stimulate children. It is not necessary to bring toys, candy or money into the center. Although each child is provided with a place for his/her possessions, items can be misplaced. In order to avoid confusion and disappointment for your child, please do not send any unnecessary items.

PARENT INVOLVEMENT

Because we are privileged to play such an important role in the lives of the children we service, we are dedicated to meeting the needs of the family unit. It is our goal to create a partnership between the Center and home to provide the child with security, stability, and love. We will host several events throughout the year where families are encouraged to attend.

Visiting the Center

Parents are welcome to come to the Center to share areas of expertise or help with special projects. Children and teachers benefit enormously from extra help. If you want to stop by and read to our children or make special arrangements to come and share lunch with your child, please let us know and we can arrange a time for you.

Meetings

Opportunities for parent gatherings will be made throughout the year to help orient and educate parents and teachers. These meetings provide excellent opportunities for parents and teachers to exchange information regarding children. Gatherings also offer opportunities to become acquainted with the parents of other children within each child's classroom.

Conferences

Scheduled, planned conferences or spontaneous conferences may be arranged whenever individual concerns arise. Either the parent or the teacher may request such a conference.

Birthdays and Holidays

Birthdays are a very important milestone in your child's development. We enjoy acknowledging and being a part of your family's celebration of this important day. You may bring a treat for your child to share with his/her classmates. Parents are invited to attend and help with the celebration. Birthday treats are served after snack.

COMMUNICATIONS

Daily Contact

Daily contact between parents and teachers is the most common form of communication between the Center and the home. It is very important for parents and teachers to share the events of the child's day to prevent misunderstandings, share good news and milestones and to ensure the best interest of the child - physically, socially, emotionally and mentally.

Written Communications

An ongoing program of written communication between the Center and home is especially important for parents who are unable to visit the Center. These may take the form of newsletters, informal notes from teachers; informal notes from the director; daily activity reports and incident reports.

Social Media Connections

We have a Facebook Parent Page that we use to send out notices and information to our families. We occasionally post pictures and videos. Let us know if you would like to join please let our office staff know and we will add you.

We also use the Remind App to communicate with our families. Please make sure you provide a phone number and email address upon enrollment so that we can get you added.

EXTRA CURRICULAR ACTIVITIES

Kindermusik

Our threes, fours and fives have Kindermusik Class by Uptown Musik each Friday morning from September through May.

Fundraisers

We will occasionally conduct fundraising events. Proceeds will be used to purchase new toys, materials or equipment needed to provide a rich learning environment for your child.

Picture Day

We participate in Picture Day once a year in the Spring.

INSPIRING ACHIEVEMENT, BELONGING AND CONNECTEDNESS



SCHOOL AGED CHILD CARE PROGRAMS INFORMATION

Payment Information

The Ashland Area YMCA Child Care and all of its programs operate as a FULL-TIME enrollment facility. Children are registered and charged for 5 days per week whether they attend or not. Each new week is charged on Monday and will need to be paid by Friday of the same week.

If you are a state subsidy recipient, your child may only miss 5 days per month. This is in accordance with your subsidy contract; after 5 days absent, you will be responsible for paying the full amount for the rest of the days your child misses in the month. This is in addition to any co-pays.

AFTER SCHOOL PROGRAM

The Ashland Area YMCA After School Program is an additional childcare service we offer. After School is available to children in Kindergarten through Fifth Grades. We are open Monday through Friday 2:45PM to 5:30PM while Ashland Schools are in session. Currently, Hager, Poage, Oakview, Charles Russell and Crabbe shuttle kids to the YMCA.

Transportation

Parents are responsible for contacting their child's school to let them know they need to be bused to the Y. Staff will wait outside the building by the main entrance to the YMCA for the buses to arrive. All children will be signed in by our staff at the time of drop-off.

Daily Routine

We strive to provide a safe, fun-filled, positive place for your child to come to each evening after school. Each day your child will be provided with a snack and drink as well as a chance to relax after a long day at school. On Mondays, homework help will come next. If your child does not have homework reading a book will be encouraged. During this time we encourage quiet activities so that the kids have a chance to concentrate and get some work out of the way. Throughout the year we will do some art projects and various other activities throughout the building. Otherwise, it will be free play or group games to wrap up each evening. You can always find a sign on the After School Room door letting you know where we are at pick-up time. Comfortable clothing and tennis shoes are preferred as we will be playing hard! Overall, we want to provide your child with a learning rich environment for them to grow and thrive.

Picking Up

Please make sure you sign your child out and gather all of their belongings. The Y is not responsible for lost, stolen or broken items. The After School Program ends at 5:30PM. You will be charged \$5 for each child for each minute you are late past 5:30PM. If you do not pick up your child by 6:30PM authorities will be contacted.

DAY CAMP – Summer, Snow Days, Holidays *

Our Day Camp Program offers school-aged kids a safe place with the opportunity to make friends, gain self-confidence, and play through activities that encourage teamwork, sportsmanship, and skill development when schools are not in session.

Campers learn the YMCA values of caring, honesty, respect, and responsibility through camp themes that change every week. These themes help instill in kids the values that resonate most with them and they leave camp with new friends and stronger values. Campers enjoy an interactive curriculum that includes indoor and outdoor games, sports, character development, reading, arts, and more activities that keep them engaged and smiling week after week. At several points of time during their camp experience kids are brought together in large and small groups to explore relationships, play games, and participate in activities. During these times, they develop their ability to work as a team and how to foster positive relationships – win or lose.

Hours: 7:00AM-5:30PM Monday through Friday typically when Ashland Independent Schools are not in session. We will have a 9AM cutoff each morning. Children can be picked up at any time during the day. There is a \$5 per child late fee for all pickups after 5:30PM.

All children who need a spot for Day Camp will need to be registered at our Child Care Office for the whole session. All registrants will be charged for the entire week each week on Monday whether the child attends or not to hold their spot. Payment for the week is due within the week. Balances cannot be tolerated. We will allow for one week of vacation time per summer.

If your child does not attend for more than a week (vacation week will not apply) your child's spot will be forfeited.

Children will be assigned to groups according to grade; Kindergarten-2nd and 3rd-6th.

A nutritious Breakfast and an Afternoon Snack will be provided. As of now, parents will need to provide a lunch for their child. Lunches need to include a protein, two vegetables or a fruit and vegetable and a whole grain. Please include an ice pack as lunches will not be refrigerated.

(We typically arrange a free lunch partnership with Boyd County for all children during our Summer Day Camp).

Each child will need a lunch, water bottle, swimsuit and towel every day they attend. All items need to be labeled. Children will have an assigned cubicle/locker to keep their belongings in during the day. We are not allowed to keep any items overnight so please make sure you gather all your child's belongings at the end of each day.



Parents will drop off children at the Child Care entrance each morning. Pickup will be at the Front Desk of the main YMCA.

To request a spot for our 3 STAR rated School Aged Child Care Programs you can stop by our Child Care Office between 7AM and 5:30PM Monday-Friday or just give us a call at 606-329-6784.

We would be happy to help you get your child registered if we have an opening. If we do not have any spots available, we will gladly add you to our wait list.

Registering is Quick and Easy!

- ✓ Fill out our School Aged Child Care Packet
- ✓ Bring us an official copy of your Child's Commonwealth of Kentucky Immunization Record with the expiration date.

The Ashland Area YMCA School Aged Child Care Programs are proud to accept Kentucky Child Care Assistance Program participants. If you are a KY CCAP recipient, we will need you to provide your contract prior to beginning care.

***We will not offer Day Camp when schools are closed for illness.**

Ashland Area YMCA

Child Care Center

RECEIPT FOR POLICY & PROCEDURE MANUAL

PLEASE READ AND SIGN THIS RECEIPT FOR THE CHILD CARE POLICY & PROCEDURE MANUAL

_____ I have received the Ashland Area Young Men's Christian Association Child Care Policy & Procedure Manual.

_____ I understand the policies and procedures as explained in the manual and will abide by them.

_____ I give the Ashland Area YMCA Child Care Program permission to use *Equate Broad Spectrum SPF 50 Sunscreen* on my child for protection.

_____ My child cannot use *Equate Broad Spectrum SPF 50*. I will provide sunscreen that my child can use.

_____ I give my child permission to use the pool at the Ashland Area YMCA.

_____ I give my child permission to use the playground/outdoor areas at the Ashland Area YMCA.

_____ I give permission for my child to use all of the play equipment and participate in all activities of the Ashland Area YMCA Child Care Program.

_____ I give permission for my child to participate in Kindermusik classes while at the YMCA Child Care Program.

Child Name

Date

Parent Signature

Date

This page is to be signed and retained in the Personnel File of the child enrolled in the Ashland Area YMCA Child Care Center.