



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# KEEPING YOU INFORMED

Licensed Early Childhood Education Policy Handbook  
YMCA OF DANE COUNTY, INC.



YMCA OF DANE COUNTY, INC.  
[www.ymcadanecounty.org](http://www.ymcadanecounty.org)

Lussier Family East YMCA  
608 221 1571

Northeast YMCA  
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Lussier Family West YMCA  
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## TERMS OF LICENSES FOR EARLY CHILDHOOD EDUCATION PROGRAMS

Program	Licensed Capacity	Ages Served	Classrooms offered	Licensed to operate	Programs offered
<b>Lussier Family East YMCA</b> 711 Cottage Grove Rd Madison, WI 53716	34	2-5	2-5 4K	Monday-Friday 6:30 am-6:00 pm January-December	Full Day Preschool 4K/Wrap Care Kindergarten Camp
<b>Northeast YMCA</b> 1470 Don Simon Dr Sun Prairie, WI 53590	85	2½-5	2½-5	Monday-Friday 6:30 am-6:00 pm January-December	Full Day Preschool 4K/Wrap Care Kindergarten Camp Little Cardinals
<b>YMCA Oregon</b> 276 Soden Dr Oregon, WI 53575	50	4-5	4K AM 4K PM	Monday-Friday 7:45 am-6:00 pm September-June	4K
<b>YMCA Stoner Prairie</b> 5830 Devoro Rd Fitchburg, WI 53711	85	4-5	4K AM	Tuesday-Friday 8:30 am-11:45 am September-June	4K
<b>Lussier Family West YMCA</b> 5515 Medical Circle Madison, WI 53719	50	2-5	2-5	Monday-Friday 7:00 am-6:00 pm January-December	Full Day Preschool 4K/Wrap Care Kindergarten Camp

# YMCA OF DANE COUNTY

## YMCA Mission Statement & Areas of Focus

Mission Statement: To put Christian Principles into practice by promoting youth, adult and family activities that build a healthy spirit, mind and body for all.

At the Y, strengthening the foundations of community through Youth Development, Healthy Living, and Social Responsibility is our cause.

## YMCA Early Childhood Education Philosophy

We believe that providing a safe, secure, engaging and welcoming environment; an experienced, well-qualified staff; high quality resources and equipment; and dedication to continuous improvement is critical to serving the people who depend on us. We are committed to strengthening partnerships by connecting with the community, children, families and external agencies.

We encourage evaluation of our services and programs through active participation and involvement with the children, their families and the greater community. We will actively engage with our children in our care to ensure that each child's opportunities and experiences strengthen the child's ability to reach their full potential.

We value positive relationships based on the YMCA's four core values of honesty, caring, respect and responsibility. We encourage and facilitate open, honest and transparent communication. We will work within the City of Madison Accreditation Standards, Youngstar, Wisconsin's Child Care Rating and Improvement System as well as meeting the compliance requirements for Licensing Rules for Group Child Care Centers as set forth by the Department of Children and Families.

## YMCA Philosophy

We at the YMCA are committed to serving families. Our child care programs act as an extension to each family by providing support to both children and families during the program and site hours. YMCA child care provides quality programs for children in health, caring, and safe environments. Each program attempts to meet the needs of each child's physical, intellectual, emotional, and social development.

## Purpose

Child Care at the Y focuses on nurturing child development by providing a safe and healthy place to learn foundational skills and develop healthy, trusting relationships. Early Childhood Programs are offered at the Northeast, East and West YMCA Branches.

## YMCA Program Conduct Guidelines

The mission of the YMCA of Dane County, Inc. is to respond to the needs of families through programs that build a healthy spirit, mind, and body for all. The YMCA principles include honesty, responsibility, caring, and respect. They are the basis for all we do as an organization. Using them as a guide, we have developed the following program conduct guidelines to ensure that all that enter our facility enjoy a safe, welcoming and comfortable environment.

We ask individuals to act in a manner that upholds these principles at all times when they are in our facility or participating in YMCA Programs. We expect those using the YMCA behave in a way that shows respect and caring for others, which includes not using any language or engaging in any action that can hurt or frighten another person or that fall below a generally accepted standard of conduct. Actions not showing respect for others and are not permitted include:

- Wearing inappropriate attire. Attire must include swimsuits only in the pool area; shoes, shorts, and shirt or leotard are required in the other areas of the facility. Clothing with vulgar or profane writing or pictures are not allowed.
- Using angry or vulgar language, swearing, name calling, or shouting.
- Making physical contact with another person in an angry or threatening way.
- Engaging in sexual activity or contact with another person.
- Harassment or intimidation with words, gestures, or body language. Behavior which is inappropriate, threatening, or offensive in nature.
- Stealing or behavior which results in destruction of property.
- Carrying or concealing devices or objects which may be used as weapons.
- Using or possessing illegal chemicals or alcohol on YMCA property or in vehicles.

- Smoking. All YMCA facilities and grounds and all schools we are in, offer a smoke free environment.

The YMCA of Dane County prohibits any form of discrimination based on race, color, Creed, sex, religion, national origin, age, disability, veteran's status, marital status or any other prohibited basis as defined by law. This applies to all employment and scholarship decisions. Discrimination will not be tolerated by employees, members, program participants, suppliers, or consultants.

The YMCA reserves the right to deny access to facilities and programs to any person who has been accused or convicted of any crime involving sexual abuse or any person who is or has been a registered sex offender.

Families are encouraged to be responsible for their own well-being and are free to ask other to refrain from any activity that threatens their comfort. If the situation needs additional assistance, program staff should be informed of the situation and ask for assistance.

The Branch Executive will investigate all reported incidents. If the Branch Executive determines a violation of this Code of Conduct has occurred, suspension, or termination of YMCA membership and participation privileges as stated in YMCA policy may result.

### **State of Wisconsin Licensing, City of Madison Accreditation & Family Communication**

Individual program licenses, indicating program capacities, licensing exceptions and recent licensing inspection are displayed on the family board. City of Madison Accreditation Certificates are also displayed on the family board. This is where families are notified of important information.

### **Programs**

The Y accepts registrations for our Full Day Early Childhood, 4K/Wrap Care and Kindergarten Camp. Ages, hours, days and months available are indicated on the Terms of Licenses for Early Childhood Education Programs on page 4.

### **Days Closed/Emergency Closings**

- Early Childhood Programs—open year round, closed for certain holidays and staff professional development days—see Family Welcome Packet for school closings.
- 4K- program in session for 9 months (September-June) and will follow the school district calendar for days closed.

### **Vacation**

One week per year may be taken as vacation. Vacation credit must be requested in writing 2 weeks prior to the start of the vacation. Vacation credit will be given for 1 week consisting of consecutive days only—not broken into singular days which will be applied to the following months tuition. No verbal vacation requests will be permitted. Contact Child Care Administrative Specialist to schedule your free week.

### **Absent Child & Attendance Methods**

All of our child care programs require the known whereabouts of the children registered at all times. This is done through a sign in/out sheet in each program area/classroom. If a child is absent from program without prior parental/guardian notification, the child care staff will contact the family to learn the child's whereabouts by 9:00 AM. Repeated failure to notify Y staff of a child's absence could result in denial of program services.

If a child's whereabouts can not be verified by 9:00 AM, the Y staff will contact the non-emergency police to conduct a well check call.

### **Children's Records & Confidentiality**

Children's records required for enrollment are kept confidential. Children's records are available to families upon request. The staff will have access to the children's records. This information will not be discussed or disclosed with regards to the children and the facts learned about the children and their relatives. This does not apply to:

- The family or persons authorized in writing by the family to receive such information.
- An agency assisting in planning for the child when informed written consent has been given.

## Child Abuse Prevention

The Y has developed a policy on prevention of child abuse that includes the following provisions:

- All Y staff are trained in Child Abuse and Neglect Recognition.
- Families are encouraged to visit program at any time.
- Staff will be alerted to the physical and emotional state of all children and will notify the proper officials when any signs of injury or suspected abuse is detected.
- No type of child abuse will be tolerated. Any kind of abuse by a staff member will result in disciplinary action, up to and including termination of employment.
- Staff members are required to read and sign all policies related to identifying, documenting, and reporting child abuse and to attend trainings on the subject, as instructed by management.
- Staff member are required to fully cooperate with any investigation by the Y, any law enforcement agency or any other authorized outside agency. Failure to do so is considered misconduct and will result in termination.
- All questionable observations made by the staff will be documented following program procedure and shared with the Early Childhood Director and Branch Executive.
- The Y will not release a child to anyone other than the authorized parent/guardians or other individuals authorized, in writing, by the family.
- Staff will ask to see a photo ID upon pick up for anyone they do not recognize to be an authorized pick up person.

## Administrative Structure

The YMCA of Dane County, Inc. consists of the Lussier Family East YMCA, Northeast YMCA and the Lussier Family West YMCA. Off-site Early Childhood/4K programs are held at Netherwood Knoll Elementary School located in Oregon and Stoner Prairie Elementary School located in Verona. Each YMCA Early Childhood location has a Branch Executive Director and Early Childhood Director that oversees the day to day operations of each program. The YMCA of Dane County, Inc. is governed by a Board of Directors.

## Enrollment

Families interested in enrolling in our Early Childhood Programs must complete the registration process online and pay all applicable fees before the first day of participation in care. The forms include:

- Registration
- Payment information
- Child Health Report
- Immunization record
- Intake form
- Any additional forms may be required on a case by case basis

Updating all information about a child, including additional immunizations, changes in address, telephone numbers, or family situations is the responsibility of the family.

We encourage you to observe the program prior to enrolling and periodically when enrolled. We have an open door policy and will be happy to have you visit us at your convenience. Contact the Youth Development Director of Early Childhood Education for further questions or assistance.

## Custody Arrangements

Staff will not become involved in custody disputes. A copy of the most current certified court order must be submitted at the time of enrollment or if a change occurs in the structure of the family. The order will be kept on file at the Y.

### Court Order on File:

- Primary/Sole Custody: Staff will follow written instruction provided by the parent/guardian identified as having primary placement or sole custody on the court order.
- Joint Custody: Staff will abide by the court ordered custody arrangements specified for each day. Each parent will be requested to provide written instructions identifying persons authorized to pick up their child on their court ordered day. Each parent will complete a separate agreement for payment purposes if necessary.

### Court Order NOT on File

Staff will allow both parents to pick up their child if they are authorized to do so according to the registration paperwork on file.

## **Pets**

Any pets in our early childhood program will be announced to families in writing. Access to any pets will be supervised by Y staff. Families have the right to request their child not be exposed to pets.

## **Non-Discrimination Statement**

See page 4 under YMCA Program Conduct Guidelines

## **Special Needs/Americans with Disabilities Act**

The Y programs are best able to meet a child's needs when special needs are identified prior to enrollment. Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest and reasonable accommodations can be made. Families will be required to complete an additional enrollment form that identifies special requirements and/or specific procedures that staff will need to follow. A child may be removed from the program if his/her participation creates a significant risk to the health and safety of others. In assessing the Y's ability to accept a child with special needs into the program, staff, in collaboration with the family will:

1. Fully assess the accommodations necessary to integrate the child into the program.
2. Fully assess the benefits the child will receive from participation in the program.
3. Identify available resources needed to make reasonable accommodations for the child to participate in the program.
4. Fully identify any risk management issues concerning the integration of the child into the program.

## **INCLUSION AND CULTURAL DIVERSITY POLICIES**

The Y welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential. We are committed to providing programming that supports the child's pride in family, community and ethnic and linguistic origins.

## **Inclusion and Diversity will be displayed by:**

- Respecting the individuality of all children.
- Ensure that all children are able to participate, learn and experience success.
- Ensure language and daily practices are inclusive and non-discriminatory.
- Have opportunity to develop understanding of anti-bias education through education and professional development experiences.
- Self-evaluate and monitor biases concerning gender, stereotypes or other differences.
- Utilize family expertise with regard to the culture and religion that is shared in the household to enhance continuity of care.
- Provide inclusive models when discussing gender roles and responsibilities.
- Provide inclusive models when discussing family structures.
- Provide inclusive resources and materials regarding gender, race, religion, culture, and ability and family structure.
- Ensure the physical environment of the program reflects the commitment to a cross-cultural and non-discriminatory perspective.
- Show respect for the various ways that families care for their children and be aware of the range of child-rearing practices and attitudes of different cultures and groups.

## **DISCHARGE OF ENROLLED CHILDREN POLICIES**

### **Communication between Program and Families**

Communication about a child's progress and behavior will be shared by the Y early childhood staff, generally in person. Other means of communication include email, family newsletters, notes in the child's mailbox/cubby, daily sheets, surveys or through information on the family board. A copy of our Early Childhood Policy Manual can be found on the YMCA of Dane County, Inc. website at [www.ymcadanecounty.org](http://www.ymcadanecounty.org) or by contacting the Early Childhood Program Director.

## Discharge/Termination Policies

### Serious Guidance Problems

A. A serious guidance problem is defined as one in which a child is continually disrupting the smooth flow of the program in one of the following manners:

- Requiring excessive one-on-one attention.
- Inflicting physical or emotional harm on other children/staff.
- Using inappropriate language and gestures.
- Inability to conform to the guidelines of the program.

B. Behavior difficulties usually become manageable with cooperative efforts between staff, family and the child. The staff will work with the family through:

- Observation and documentation
- Family/staff conferences
- Referrals and outside resources

C. Every effort will be made by the staff to enlist the cooperation of the child, family and any outside agencies to solve each situation. If the situation continues, the following steps will be followed:

- Staff will inform family of specific situations in writing. Staff will seek advice from family and work with the family to resolve problems.
- A conference with the family and staff will be set to establish a mutually agreeable solution for the child's behavior.
- Child dismissal from the program for a period between one day and one week. No refund given.
- A conference between the family, the staff and Early Childhood Director must take place before child is able to return to program.
- Child may be terminated from program at the Y's discretion if behavior continues and all attempts to resolve behavior has been made.
- Any appeals can be made in writing to the Early Childhood Director.

Steps may be skipped depending on severity.

## Family Withdrawal/Change:

- No termination of care will be accepted verbally
- It is the responsibility of the family to notify the Y in writing two weeks prior to the date of withdrawal of program.
- Registration fees are non-refundable.
- Changes to a permanent contract are required in writing.
- Any drafts for future payments will be refunded with advanced notice.

## Y Initiated Withdrawal

The Early Childhood Director reserves the right to cancel the enrollment of a child for one or more of the following reasons:

1. The program is not contributing to the child's emotional or physical development (following our discharge/termination policy).
2. A family fails to observe the policies set forth by the Y, including but not limited to, the following reasons:
  - Non-payment or persistent late payment of child care fees.
  - Failure to submit all enrollment forms. All enrollment form (child health report and immunizations records must be received no later than 30 days after enrollment).
  - Failure to comply with the procedures for arrival and departure of the child.
  - Physical and verbal abuse of children or staff by the family or child.

Re-enrollment to the program will be discussed directly with the Early Childhood Director and Administrative Specialist (Billing Department).

Any appeals can be made in writing to the Early Childhood Director.



## **FEE PAYMENT AND REFUND POLICIES**

### **Fee & Payment Policies**

Fee and payment policies are listed on the online program registration contract, family welcome packet and in the Early Childhood Policy Manual. Families are required to submit a form of payment upon registration. Monthly child care fees are deducted automatically out of a checking/savings account or debit/credit card.

- Child Care payments are drafted on the 15th of the month prior to care.
- Kindergarten Camp payments are drafted 2 weeks prior to the week camp is to be attended.
- Payments that are not paid by the specified time may result in the child's termination from the program.
- Changes in enrollment must be processed by Child Care Administration and are approved by the Early Childhood Director based on the space in program to accommodate the change.
- There may be additional costs for field trips.
- If a child is absent, there are no reduction in fees. Extenuating circumstances, such as the child's extended illness or injury or a family's loss or reduction in work, may be discussed with the Early Childhood Director and Branch Executive Director for consideration.
- Families will be charged added fees if your child arrives early or is picked up late. This includes our 1 hour illness pick up policy.
- Separate registration and fees are required for each of the following programs:
  - 4K
  - Kindergarten Camp

### **Registration Fees**

All Early Childhood programs require a \$25.00 non-refundable registration fee at the time of registration. Kindergarten Camp requires a \$10.00 deposit each week at the time of registration.

### **Refund Circumstances**

Refunds are based upon individual circumstances and can only be approved by the Early Childhood Director and the Branch Executive Director.

### **Additional Fees**

Additional fees are required in some programs for field trips or specialty lessons offered at the Y.

### **Financial Assistance**

Financial assistance is available. Funding is available through Wisconsin Shares, City of Madison and through YMCA Child Care Assistance. YMCA Child Care Assistance application can be found on the Y website at [www.ymcadanecounty.org](http://www.ymcadanecounty.org). Contact Child Care Billing Administration for financial assistance application process.

## **CHILD EDUCATION POLICIES**

### **Curriculum/Programming**

Y program activities will provide each child with experiences to encourage several areas of development, including large/small motor, creative, social, intellectual and cognitive opportunities. Programs will vary to meet individual needs of the respective children and to reflect the creativity of our teachers. Our trained early childhood staff are responsible for developing and implementing a developmentally appropriate lesson plan and activities. The programs will provide each child with experiences which will encourage the following:

### **Self-Esteem and Positive Self-Image**

#### **Development will be developed through:**

- Maintaining staff and child interactions which are warm, nurturing, and compassionate.
- Providing materials which help the child's progress and challenge the child's development level.
- Encouraging each child to develop his/her own independence and problem-solving skills through the use of classroom materials and experiences.
- Maintaining a daily routine and schedule that is consistent and predictable.
- Planning activities that are consistent with the child's development, interests, experiences, ethnicity and cultural backgrounds. Cultural diversity will be evident in programs, supplies, snacks and meals.
- Using positive communication between adult and child, and child and child.

- Stressing the importance of process, not products, and that each child is valued for individual achievements.
- Allowing children time to transition from activity to activity. Children will not be required to wait in lines between activities.

**Social interaction will be encouraged through:**

- Establishing and sustaining positive relationships with adults and peers.
- Balance of both child and adult initiated activities.
- Planned family activities.
- Creative play experiences.

**Self-Expression and Communication Skills will be encouraged and developed through:**

- Providing children the opportunity to make choices.
- Acting out stories and plays.
- Activities that allow children to use participation skills.
- Asking open ended questions and allowing children the ability to try and test out their ideas.

**Creative Expression will be encouraged through:**

- Readily available access to creative art materials and creative play equipment.
- Opportunities to use constructive toys.
- Exposure to the fine arts.

**Large/Small Motor Development will be developed through:**

- Using climbing apparatus, playground equipment, participating in group activities and classes at the Y, and gym equipment.
- Using puzzles, beads, blocks, art materials, pegs, stacking toys, and finger-plays.

**Intellectual Growth will be developed through:**

- Individual exploration and uninterrupted time during free choice time.
- Opportunities to participate in decision making.

**Outdoor Activities**

Outdoor play space is provided for children. Children in our Early Childhood programs will take advantage of outdoor activities daily weather permitting. All children should be dressed appropriately for outdoor play.

**Screen Time**

Because we care about the health and well being of the children in our care, we follow best practice recommendations on screen time:

- Children under 2 should have no screen time
- Children age 3 and over should watch less than 1/2 hour per week at child care.

Screen time includes the use of television, videos, computers and tablets during preschool hours. Screen time will be used for classroom research/learning activities or movement.

**Holiday Celebrations**

The Y Early Childhood programs at the Y respect the spiritual and religious beliefs of all persons. The Early Childhood programs may choose to experience a variety of holidays based on the interests, cultures, and traditions of the children and will notify families of all activities. If a family does not want their child to participate in any of the activities, they should notify the Youth Development Director of Early Childhood Education or the Youth Development Center Director of Early Childhood Education of their wishes and make other arrangements for that day.

**Daily Schedule**

Daily schedules are subject to change and will be planned to include an appropriate balance of the following:

- **Large Group Activities:** Children are encouraged to interact in large group, take turns, participate themselves and allow others to participate with them. Both indoor and outdoor activities will be offered.
- **Small Group Activities:** Children are assisted in developing particular skills. Those skills include cutting, tracing, balancing, eye-hand coordination, color and shape identification, board games, indoor, outdoor activities and more.

- **Language/Literacy Activities:** Children will be exposed to using language to express thoughts and feelings, listen to and understand complex language such as following directions, asking for clarification and responding appropriately to questions or statements.
- **Academic Achievement:** children will be provided with activities that stimulate learning, including literacy, science, arts, nature, fitness, sports, dancing, cooking, healthy habits, and social development.
- **Meals/Snack Time:** Children will be encouraged to learn group coordination, language development, personal discipline, social interaction, nutrition, and to try a variety of different foods.
- **Rest Time:** Children under the age of 5 year old and in care for more than 4 hours of care will be given an opportunity to nap or rest. If a child does not nap after 30 minutes of rest time, they may engage in quiet activities that will not disturb other sleeping children.
- **Social Skills Development:** The Y core values of caring, honesty, respect and responsibility are reinforced in all activities and built into all lesson plans. Children are encouraged to practice personal hygiene and participate in the care of their environment.

## Cultural Diversity

All Early Childhood programs incorporate cultural diversity through anti-bias studies, which include songs, games, cooking, art activities, field trips and more. We have enhanced our environment with multicultural dolls, other toys and classroom decorations depicting cultural diversity.

## Walking Field Trips

Walking field trips are offered in all early childhood programs. Staff to child ratios are always followed (at least 2 staff are always present) and the child's emergency information is taken with.

## Field Trips

Field trips outside the Y are part of the curriculum for our Early Childhood programs. Advance written notice will be given to families regarding the details of each field trip. Families will sign off for field trips on the permission slip forms that will be provided. Children are transported by contracted buses or the use of our own Y bus. Emergency contact information will be taken on all field trips.

## Accountability Procedure

- Each program has an accountability process specific to the needs of their program.
- Each early childhood program has sign-in/sign-out sheets, which families or program staff will sign-in/sign-out by initialing and stating the exact time children arrive and depart from the program.
- Programs open and close at designated times based on licensing regulations and building permits.
- If a child arrives early or departs late, additional fees will be charged.
- A policy is in place to ensure all children are accounted for in a timely manner.
- It is the family's responsibility to get their child to and from program. The YMCA is not responsible for children until they have arrived and are signed in to program.

## Type of Curriculum

All of our Early Childhood Programs utilize the Creative Curriculum. Our Early Childhood programs will also utilize the Wisconsin Model Early Learning Standards with a focus on the whole child with an emphasis on developmentally appropriate practices. Families will be given information to review about the Creative Curriculum and Wisconsin Model Early Learning Standards during family orientation.

## Family Engagement

It is the goal of the Y Early Childhood programs to recognize and support families as essential partners in providing services that improve children's development, learning and wellness. Family engagement is a collaborative and strengths-based process through which early childhood professionals, families, and children build positive and goal-oriented relationships. It is a shared responsibility of families and staff at all levels that requires mutual respect for the roles and strengths each has to offer. Family engagement focuses on culturally and linguistically responsive relationship-building with key family members in a child's life.

### The following practices will be implemented:

1. Staff will create a welcoming school environment. This will include open house, family orientation, welcome packet, family nights and personal contact with families through email, phone, newsletters and conferences.
2. Provide families with information relating to child development and creating a supportive learning environment.
3. Establish effective school-to-home and home-to-school communication.
4. Strengthen family's knowledge and skills to support and extend their child's learning at home and in the community.
5. Engage families in meaningful volunteer opportunities.

### Families can become involved by:

- Volunteering in the classroom or other school activities
- Attending family nights and family/teacher conferences
- Attending family workshops
- Reading all communication sent home
- Filling out family surveys
- Collaborating with child's teacher for future goal planning

## TRANSPORTATION POLICIES

### No Child Left Unattended in Vehicles

No child will be left unattended in vehicles. Once the destination is reached, staff will physically inspect the vehicle to ensure all children have vacated. Staff will walk to the back of the bus before exiting to double check all children have been accounted for.

### Family Notification of Field Trips

All families will be notified of field trips in advance. Families must provide alternate care for their child if they choose not to send them on the field trip.

### Tracking Policy

Through the use of attendance sheets and face counts, each staff member will ensure children in their care enter and exit transportation vehicles.

### Emergency Information

The following information must be carried with each classroom/staff member:

1. Address and telephone number where parent/guardian can be reached in the event of an emergency.
2. The name, address and phone number of the child's physician and medical facility.
3. Written consent from the child's parent/guardian for emergency medical treatment.
4. A list of children being transported.

### YMCA Owned Transportation (Bus)

The Y does use its own program provided bus to transport children to and from field trips.

### Contracted Transportation

Contracted transportation through an approved bus service will be used as a means of transportation for children on field trips.

### Staff Vehicles

Staff will not use their personal vehicles to transport children.

### Required Forms

Parental permission in writing is required to transport children on field trips. Staff will provide each family with a field trip permission slip that must be signed by the parent/guardian before the child can attend a field trip.

## **Child Safety Restraints**

As long as rented transportation is used, child safety restraints are not required.

## **Transporting Children with Disabilities**

One adult, in addition to the driver must be on hand if a child has differing abilities which limits their ability to respond in an emergency.

## **Parking/Drop off and Pick Up**

For the safety of everyone using the Y facilities we ask all families to adhere to these parking lot guidelines:

1. Absolutely NO parking in fire lanes or parking spots that are handicap accessible unless you have a permit to do so.
2. All children arriving to school must be walked inside with an adult who will inform their child's teacher that their child has arrived. All families must park their vehicle in the appropriate spots and all cars are to be turned off.
3. It is extremely dangerous for any children to be left alone in vehicles. Children left unattended in a vehicle is a reportable offence. All children are to be supervised at all times.
4. The Y will not be held responsible for any lost or stolen items. We ask for the safety of all of our families and your personal belongings, that you lock your car and secure any valuables before entering the facilities.

## **CHILD GUIDANCE POLICIES**

### **Guidelines for Working with Children**

- The goal of the Y is to guide children in becoming cooperative, happy and responsible participants by modeling positive, non-threatening teaching techniques involving problem-solving, communication and negotiation skills.
- Guidance that will not damage the child's self-image or embarrass the child involved. Whenever possible, limits will be displayed and reinforced through active listening, I messages, giving information, contingencies, making choices and natural and logical consequences.
- Emphasis will be placed on the positive in order to enhance self-esteem, respect and self-control.

- Children will be encouraged to use the art of communication and negotiation in settling any disputes that should arise between them. Staff will be in close proximity to encourage children and to use active listening to help facilitate discussion.
- Staff will demonstrate a calm demeanor, politeness and gentleness with children through actions and tone of voice.

### **Behavior Management**

- Environmental room arrangement and setting limits will be carried out to help each child learn self-control, make correct choices, identify feelings, and develop a healthy understanding and respect of feelings for others.
- Room arrangements will consist of preset limits in each area to enable children to recognize a problem in advance and determine what is expected of them in case of overcrowding in an area.
- The environment will provide optimal space for children to become involved in both group and solitary play. It will be arranged with interest areas outlined in the creative curriculum and be visually accessible to staff.
- Guidance will be ongoing throughout the day in all activities in which children participate. The staff and children will cooperatively establish expectations that will be posted for all to follow.
- Daily schedules and weekly lesson plans will be posted and followed to provide consistency and to help children thrive and build their bond with staff.
- Optimal amounts of activities and time will be provided to keep each child involved at his/her developmental level.
- Daily routines will be examined and transitional activities will be evaluated continually with the intent of accommodating the needs of all children.
- For the consistency of your child(ren), we believe a strong partnership between school and home is the most effective system in providing support and building a trusting relationship between program staff and families.

## **GUIDANCE STRATEGIES**

### **Children under 3 years of age:**

1. Staff will locate themselves closer to the child.
2. Staff will redirect the child's individual activity.
3. Staff will provide a separate activity for the child.
4. Staff will consult with child's family.

### **Children over 3 years of age:**

1. Staff will locate themselves closer to the child.
2. Staff will redirect the child's individual activity.
3. Staff will provide a separate activity for the child.
4. Staff may facilitate a break period:
  - Defined as removing a child from a situation in a non-humiliating manner and placing the child in a designated location in order to interrupt the unacceptable behavior.
  - Breaks will not exceed 5 minutes
  - Staff will consult with child's family

### **Prohibited treatment**

Children will not be subjected to the following treatment:

- Spanking, hitting, or other corporal punishment
- Verbal abuse or derogatory remarks
- Tying, binding, or confining
- Withholding or forcing food or naps
- Punishing for lapses in toilet training

No staff will be allowed to use any of the above mentioned methods of punishment even if requested by the family.

Physical or verbal abuse will never be used to resolve conflict.

### **Child Management Strategies**

A review of child management techniques will be part of the staff orientation process. Staff are expected to know where children are at all times during the program hours.

### **Discipline Strategies**

Our goal is to guide children in becoming happy, responsible, and cooperative participants through positive teaching techniques. In the event that behavior requires discipline:

- Teachers will not damage the child's self-image or embarrass the child.
- Teacher's actions will help children learn self-control, choose alternatives, identify feelings and develop an understanding and respect of feelings for others.
- Teachers will communicate regularly with families regarding behavior concerns.
- Every effort will be made by staff to enlist cooperation of the child and family to solve problems.
- Whenever possible, logical and natural consequences will be used as a format for discipline. Any disciplinary action shall be carried out by staff only, not by volunteers, observers or other children.

### **The following factors shall contribute to good discipline and guidance:**

1. Modeling by adults
  - Adults shall model appropriate behavior incorporating the Y core values of caring, honesty, respect and responsibility.
2. Classroom Environment
  - The physical environment will provide optimal space for children to become involved in both group and solitary play. Equipment shall accommodate the height of the children and shall be arranged in a manner that defines interest areas and allows visual accessibility by teachers.
3. Planned Activities
  - Careful planning of activities by staff will be developmentally age appropriate, meaningful and provide children with optimal time for engagement with limited interruptions.
4. Ongoing Classroom Observations/Evaluations
  - Teachers will conduct classroom observations and assessments to check progression of development, use information for future planning and share with families for goal setting. The intent is to ensure that the needs of the children and staff are being met in a meaningful and intentional purpose.

## 5. Redirection of Children

- Staff shall be aware of typical signals coming from children that indicate that children are in a dysregulated state that could potentially develop into challenging behaviors, such as increased noise level and irritability. Staff will support children to avoid challenging behaviors offering a variety of appropriate activities, by scheduling activities so as to provide the child with active and quiet periods and by coordinating room design with activities available. The staff will have more understanding of potential discipline problems by knowing the children involved. If a resolution cannot be reached, the aggressor who is showing challenging behavior will be given a choice of other activities as an alternative, with staff guiding the child to a new area or activity.

### **Biting**

The Early Childhood Program recognizes that biting in children six weeks through 2 ½ years old is developmentally age appropriate. Families with children in this age group should expect that their children may be bitten, or will bite another child. The staff understands that families are concerned and become upset when their child has been involved with a biting incident. We ask that the family remember that biting is developmentally appropriate, and that our staff will be working to identify situations that provoke or elicit this behavior. Staff will encourage either the child who has bitten to help care for the child who has been bit or they will redirect the children to different activities in separate areas of the room. Staff will use words like “biting hurts” or “our mouths are used for eating.”

Families are expected to work with staff to identify methods and strategies to curb this behavior. If a child is a habitual biter, families will be asked by the Youth Development Director of Early Childhood Education to not return their child until comfortable with the environment.

Children older than three years of age may occasionally be involved in a biting incident. With this age group, our staff will use the discipline and guidance strategies outlined under discipline. In addition, our staff will observe the child to determine what provokes or elicits this inappropriate behavior.

Families are expected to cooperate with staff to help their child control this behavior.

Families will be notified by incident/accident report at the time of pick up for both children involved. The bite site will be washed with soap and warm water. Ice will be applied if needed. This information is considered confidential so information regarding the identity of the children involved will not be released.

## **CONTINGENCY POLICIES**

No two emergencies are alike. While the various steps and suggested actions outlined in this handbook represent sound procedure; staff's own judgment should be the final authority until staff are able to contact their supervisor or the Manager on Duty. Policies for emergencies will be followed at all programs and on field trips. All programs will have emergency numbers, child information & First Aid/OSHA Kits with them at all times. Families will be notified in an emergency situation as soon as reasonably possible. In the event of an emergency, staff will follow the procedure listed below:

### **Procedure Specific to Specific Emergencies**

#### **Evacuation Procedures**

In the event of an emergency and we are needed to evacuate the facility, staff will follow the steps below:

- Calmly gather all children and line them up at the door. Once everyone is lined up, staff will proceed to evacuate the children to the specified location.
- All program areas and bathrooms will be checked to ensure all children have been evacuated.
- Once all staff and children have reached evacuation site, staff will conduct face to name checks.
- Staff will have cell phone, emergency kits, attendance records and emergency contact information.
- Staff will call Early Childhood Director to inform him/her of the current situation and their location.
- If the facility experiences service loss due to extenuating circumstances, staff will take children to their designated emergency evacuation location. Families will be provided the new location for pick up.
- An incident report should be completed to document the event and turned into Early Childhood Director.

## **Fire**

- Set off alarms and dial 9-1-1 if it has not yet been done.
- Children will be taught to immediately stop everything they are doing when they hear the fire signal and move in an orderly manner to the designated area. Fire drills are practiced every month at varied times and days.
- All lights will be kept on when exiting the classroom, enabling firefighters to conduct a full sweep of the area.
- Classroom doors will be closed to prevent the spread of the fire.
- Face to name checks will be done at arrival to designated evacuation area to insure all children are accounted for.
- Refer to evacuation procedure for more information.

## **Tornado**

- In the event of threatening weather, staff will listen to the radio for the most accurate and up to date information.
- If the call is given to seek immediate shelter, staff will have all children move to the designated area where a face to name count will be conducted to ensure all children are accounted for.
- Refer to evacuation procedure for more information.
- Tornado drills will be conducted the months of April-October.

## **Missing Child**

- In the case of a missing child, all attempts will be made to locate the child within the building. A staff member will inform Y facility staff of the situation. They will assist in the process of locating the child.
- If the child cannot be located within 15 minutes, the child's family will be contacted.
- In the event that the child's family cannot be reached, emergency contacts will be notified. If no one can be reached, the police will be notified.
- In the event that the child is found, staff will promptly notify all persons contacted and complete a Y incident report.

- Missing child procedure will be followed on all off site field trips.

## **Intruder-Inside Y Facility**

- Facility lock down will occur and 911 will be called
- Staff will move all children into a secure locked area, out of sight from windows and doors. Staff will take the following actions:
  - Lock all doors, turn off lights, and cover interior windows (including door windows).
  - Staff will keep all children as quiet and calm as possible.
  - Remain inside the secure area until the police clear the situation.
  - Staff should immediately inform Early Childhood Director and Branch Executive Director of the situation.
  - Staff will debrief with the children after the situation.
- An incident report should be completed to document the event and turned into Early Childhood Director.
- For the safety of all staff, children and families, no pick-up will be allowed until an all clear has been given by the Police Department.

## **Lock down-Intruder Outside Y Facility**

- If an intruder is outside the building, staff should lock all exterior doors, close all shades, and move children to a secure location within the facility.
- Staff will keep all children as quiet and calm as possible.
- Staff and children will remain in secured area until the police have given the all clear of the situation.
- Staff will debrief with the children after the situation.
- An incident report should be completed to document the event and turned into Early Childhood Director.
- For the safety of all staff, children and families, no pick-up will be allowed until an all clear has been given by the Police Department.



## Temperatures

The inside room temperature may not be less than 67 degrees Fahrenheit. If the inside temperature exceeds 80 degrees Fahrenheit, the program will provide fans or other means for air circulation.

If outdoor temperature is 0 degrees or below, children age 2 and above will not go outside. If outdoor temperature is 20 degrees or below, children below the age of 2 will not go outside. If outdoor temperatures are above 90 degrees, children will not go outside.

Staff will use their own discretion for outdoor play, taking into consideration wind chill factor for cold weather and heat index for hot weather.

## Accidents

- If an accident occurs, Y staff will assess the situation rapidly and accurately while remaining calm.
- If necessary, call 911 first, and families and all supervisors immediately thereafter.
- If feasible, a program staff member will meet emergency personnel at the main entrance.
- Program staff will not leave the victim unattended unless absolutely necessary. Retrieval of first aid supplies such as gloves, airway masks, bandages, gauze, etc, may necessitate leaving briefly.
- Program staff will administer the appropriate first aid, using appropriate personal protective equipment, such as airway masks and gloves.
- Program staff will first record an incident in the program's medication and injury log book, then document the emergency on an accident and/or incident report, no matter how minor the injury appears. Forms will be completed immediately after the incident and will include all pertinent facts required related to the incident.
- Program staff will not attempt to diagnose or place blame, rather simply state what happened.
- Staff will give the report to the Early Childhood Director.
- All information will be kept confidential. Staff will not discuss any incident with anyone other than the family, program staff involved, emergency personnel, licensing specialists, and the YMCA's insurance company when necessary.

- Children and Staff who have sustained injuries that require first aid will receive follow-up from the program staff and/or Early Childhood Director.
- Families are asked to provide follow up back to the program staff or directors when an injury sustained in program results in additional/further medical attention.
- Program staff may be required to discuss the incident with licensing specialists with the Department of Children and Families, as all incidents resulting in additional medical attention being received must be reported to licensing.

## Loss of Facility Usage

If a facility that is licensed for child care is not able to be used, the program staff will evacuate the children to designated locations. The Early Childhood Director will report the location change and situation to licensing specialists with the Department of Children and Families. Families will be notified immediately of the situation and location change. All YMCA facilities are available for immediate evacuations.

## Attendance

Daily attendance sign in/sign out sheets will be kept in each classroom. This will be used to track the daily arrival and departure of all children in the program. In the event of an emergency, attendance will be used to account for all children in program. It is the responsibility of each staff member in program to know the number of children in their care and the whereabouts of those children at all times.

## Telephone and Emergency Numbers

All early childhood programs will have a working telephone during hours of operation. A list of emergency numbers, including 911, poison control, child protective services, and other Y emergency contacts, will be posted near each phone. Phone numbers of emergency contacts who can be at the site within 5 minutes will be posted.

## Pick up Procedures

Anyone who is picking up a child other than the child's parent/guardian, must be designated on the child's registration form and must provide photo identification. Families are encouraged to let staff know in advance through email, family communication log, phone call or in writing if anyone else other than the child's parent/guardian is picking up. No child will be released without prior notification or permission from the child's parent/guardian.

## Safe Evacuation Location

Each early childhood program will have a safe evacuation location and will vary depending on program location.

## HEALTH CARE POLICIES

### Observations

Each child, upon arrival to program, shall be observed for signs and symptoms of illness. Any child who is exhibiting the symptoms listed below is required to be picked up within an hour of a phone call from program. This is for the protection of your child and other children in the program. It is the responsibility of the family to keep us updated with the most current emergency contact information.

### Illnesses

It is not always easy to decide if your child is sick enough to stay home or well enough to be in school. **Children who come to school are expected, with few exceptions, to participate fully in all indoor and outdoor school activities.** Children who become ill at school must be picked up by a parent or guardian within the hour of notification. The following is a list of illnesses or conditions that would necessitate a child staying home or to be temporarily removed from school:

- **Fever:** A temperature of 100 degrees or more signals that is probably going to make a child uncomfortable and unable to participate in school activities.
- **Diarrhea**
- **Vomiting**
- **Certain rashes/discharge of skin lesion** (i.e. impetigo, poison ivy)

- **Conditions that may indicate a possible severe illness** such as unusual lethargy, uncontrolled coughing, persistent crying, difficulty breathing, wheezing or other unusual signs.
- **Any illness or symptom that prevent the child from participating comfortably in program activities.** (\*For example, coughing so hard and unable to sit comfortably through group time.)
- **Lice**
  - If a child has lice or nits, they are not able to attend program.
  - If a child has a positive screening for lice, all families will be notified of the lice outbreak.
  - Families will be encouraged to get their children checked for lice or nits.
  - All programs will take proper measures to appropriately clean their location. Cleaning will be done according to the Health Department regulations.
  - The Early Childhood Director will make an evaluation and determine if the child can be readmitted into program.

The Y Early Childhood program reserves the right to request a doctor's written release if such a statement is deemed necessary by the Youth Development Director of Early Childhood Education. Note: If a child is sent home sick, he/she may not return until 24 hours after all symptoms have subsided. The only exception to this is a doctor's written statement that the child is no longer contagious under any circumstances. If the child returns following illness, then exhibits the same symptoms again during the school day of return, the

## WHEN A CHILD BECOMES ILL

### Isolation

- A child who becomes ill during care will be isolated from other children within the classroom.
- A child with a sore throat, inflammation of the eyes, fever, lice, rash, vomiting or diarrhea will be isolated.
- The child will be provided with a cot/mat and their sheet and blanket in the isolation area, with a staff member within sight and sound of the child. Isolation shall be used until the child can be picked up from program.

## **Pick-up of an Ill Child**

The child's parents/guardians shall be contacted immediately after illness is discovered (or designated responsible person when parents/guardian cannot be reached). The adult contacted shall make arrangements for the child to be picked up within one hour. Emergency contact listed on registration form will be contacted if pick up has not occurred.

## **Re-admittance**

- In order to maintain a health environment with respect to each child's well-being as well as the staff and families, children will be readmitted to the program once they are symptom free for 24 hours.

## **"Out-of-Sorts" Children**

Children will be sent home for a change in behavior that severely limits the attention that other children could and should be receiving. (I.e. requires constant holding and attention, inconsolable crying for a long period, etc.) Children should feel well enough to participate in all classroom activities, including outdoor play.

## **Communicable Outbreak**

When a diagnosis of a communicable disease is made, all children and families will be notified and made aware of the possibility of exposure. A child may return to the program with a letter from their physician or after the appropriate amount of time has passed. Families looking for more information regarding communicable disease/outbreaks may contact Wisconsin Department of Health Services at <https://www.dhs.wisconsin.gov/disease/communicable>.

Staff will follow the below steps when handling communicable outbreaks:

- All staff are trained in Blood-borne Pathogens and OSHA annually. In order to prevent transmission of infection, all staff must wear gloves and personal protective equipment while dealing with any bodily fluids. After wearing gloves, staff should must wash hand immediately.
- All staff are annually trained on how to appropriately dispose of gloves and any OSHA clean-up supplies.

## **Medication Administration**

The Y staff will administer medications to a child only under the following circumstances:

1. The prescription is in the child's name and the parent/guardian have completed a medication authorization form, listing the medication and specific directions as to time and dosage. All prescriptions must be in its original container.
2. Diaper cream, sunscreen, insect repellent and lotions can be applied with a completed medication authorization form.
3. Medications that are not authorized by the family will not be accepted by or kept at the program.
4. All prescription medication will be checked periodically to ensure that the expiration date of the medication has not passed.

Medication will be stored in a locked container away from children's reach. Entries will made in the medical log book for each time medication is administered. Any medication missed will be communicated to the family by the child's teacher.

## **Family Notification**

The program staff will notify families:

1. If their child has been exposed to a diagnosed or suspected reportable communicable outbreak and can be transmitted through normal contact.
2. If the child becomes ill or is injured seriously enough to require professional medical treatment.
3. When they pick up the child, if the child sustained a minor injury.

## **Immunizations**

All children are required to have a child health report and current immunizations on file by the first day of attendance. Immunization requirements are waived upon signature of a physician that the child should not be immunized for health reasons or family checks the waiver "for personal or religious convictions". If families choose not to immunize their children because of "personal or religious convictions" they must complete an immunization waiver (available on our website).

## Allergies

It is the responsibility of the family to provide notification of any known allergies of a child and to update registration information if allergies change or care for the allergies changes. Program Staff are trained on how to respond to allergies. Programs maintain a list of children and their known allergies. Families are responsible for providing all medications related to their child's health. Appropriate written instructions must accompany all medications.

## Cleanliness

- **Soiled clothing:** wet and soiled clothing will be changed promptly. Soiled clothing will be placed in a plastic bag for families to take home. It is the responsibility of the family to provide a supply of extra clothing (this is a licensing requirement).
- **Sanitizing:** Sanitation of toys and equipment will be done as needed with disinfectant. Tables will be sanitized before children sit down for meals and after meals. Sanitizing must be done when toys are mouthed by children and by the schedule put forth by licensing.
- **Universal precautions:** Universal precautions must be taken with incidents involving blood/ and or body secretions. This includes the use of single-use gloves, which shall be disposed of in red biohazard plastic bags.
- **Hand Washing Procedures:** Children and staff will wash their hands upon entering the classroom, returning from outside, before eating and handling food, before and after using the water/sensory table, after using the restroom and after coming into contact with bodily secretions. Children and staff must use soap and water to wash hands.

## Health Related Forms/Physical Exam and Immunization Records

Every child enrolled in the early childhood program must have a current child health report and immunizations on file. These forms will be kept with the child's registration forms. Physical exam and immunization requirements include:

- Each child 2 years of age or older shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the program and a follow-up health examination at least once every 2 year thereafter.

- Child health report must be signed and dated by the child's primary physician, physician assistant or health check provider.
- Information on specific health needs will be shared with staff assigned to care for the child. A family meeting will be set up if necessary.

## NUTRITION POLICIES

### Schedule of Snack and Meal Times

Breakfast, lunch and snack will be offered and served daily. No child shall go without nourishment for more than 3 hours. Water is available daily in the classroom. Families are encouraged to provide individual water bottles for their children that can be filled as needed and taken outside and field trip outside the Early Childhood program.

### Food Service Personnel and Training

All food service personnel are required to take an annual food program training approved by the State of Wisconsin and meets the licensing rules outlined from the Department of Children and Families.

### Menu Planning

A variety of foods will be offered to represent diversity. Staff will notify families of any menu changes by indicating the change on the menu posted on the family board.

### Meal Service Routines

- All children and staff must wash hands with soap and water before handling food and eating.
- Staff and children will sit together at tables and chairs that are appropriate for the size and age of the children.
- All meals will be served family style.
- Children will be encouraged to try foods from each of the food groups offered.
- Food will not be withheld or force fed, and will not be used as a punishment or reward.
- Meals will be served every 3 hours and used as a time for peer to peer, staff to child interaction.
- Children are encouraged to help with setting the tables for meals and to clear their spot after eating to encourage the use of self-help skills.

## **Menu Requirements**

All YMCA Early Childhood Programs follow the guidelines set forth from CACFP (Child and Adult Care Food Program) and USDA. A menu that includes all meals and snacks will be posted on the family board.

## **Special Diet Needs**

Children's specific needs and allergies must be listed on the registration form and posted in the program area for staff. A substitute food item can be provided for any child who has an allergy to the foods on the scheduled menu. Families must inform the program if a child requires an additional snack during program times. Any special diet requirements must be discussed prior with Early Childhood Director and food service personnel.

## **Special Treats/Events**

Due to the growing number of children with allergies and health concerns, we ask that families and staff establish safe and alternative ways to celebrate their child's birthday and other special events in their child's classroom. This would include celebrating with food and non-food items.

## **Non Food-item Ideas:**

- Birthday autograph book
- Wrap up a game and have the child open it in the class
- Donate a book to the class
- Goodie bags that include pencils, stickers or coloring books

## **Safe and Acceptable Food Ideas:**

- Jello cups
- Fruit and Dip
- Veggies and Dip
- Triscuits with Soy Nut butter and raisins
- Yogurt or fruit smoothies
- Berries and real whipped cream
- Cuties
- Animal crackers
- Natural ice cream with fruit
- Popsicles

Please provide a detailed ingredient list when providing food items. Staff will have healthy and other options available. The safety of all our students is our utmost priority and we appreciate your cooperation and understanding.

## **Child and Adult Care Food Program (CACFP) Requirements**

All Child and Adult Care Food Program participating agencies must provide annual civil rights training to all staff members who interact with program applicants or participants and those persons who supervise these staff. In order to assure that all of the USDA Civil Rights required subject matter is covered, agencies should use the Department of Public Instruction CACFP Civil Rights Training Powerpoint and/or its handout version to complete the required CACFP civil rights training.

## **Authorized Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Person with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or Local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Services at (800) 877-8339 or (800) 845-6136 (Spanish). Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint form found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information

requested in the form. To request a copy of the complaint form, call 866 632 9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture  
Director, Office of Adjudication  
1400 Independence Avenue, S.W.  
Washington, DC 20250-9410
2. **Fax:** 202 690 7442
3. **Email:** program.intake@usda.gov

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## **ORIENTATION OF STAFF POLICIES**

### **Review of Applicable DCF-251 Licensing Rules**

A thorough review of all applicable licensing rules and procedures for the program will be presented by the Early Childhood Director/Center Director within the employee's first week. The orientation will cover all of the following:

- Review of Wisconsin Department of Children and Families licensing Rule book.
- Specific program policies and handbooks.
- Contingency plans including tornado and fire plans.
- First aid procedures.
- Job responsibilities/job description.
- Recognition of childhood illnesses and infectious disease control, including hand washing procedures and universal precautions.
- Schedule of activities for the program.
- Child abuse and neglect laws.
- Procedure for knowing children's whereabouts (accountability procedure)
- Child management techniques.
- Sharing information related to a child's special health care needs.
- Review of procedures to reduce the risk of Sudden Infant Death Syndrome (for licensed programs with children under the age of 1).

- Procedure on how to contact parent/guardian if child is absent from program without prior notification.
- Information on any special needs a child has and the plan for how to meet those needs.
- Procedure for tracking transported children.

### **Confidentiality**

All program staff having access to children's records may not discuss or disclose personal information or facts learned about any child or any child's relatives at any time. This does not apply to :

1. The parent/guardian authorized in writing by the parent/guardian to receive the information.
2. Any agency assisting in planning for the child when informed written consent has been given.
3. Authorized agencies

### **YMCA Required Trainings**

All Early Childhood staff must complete a new staff orientation and meet all continuing education requirements outlined from the Department of Children and Families. All employees who work more than 20 hours a week shall participate in at least 25 hours of continuing education each year. All employees who work 20 or fewer hours a week shall participate in at least 15 hours of continuing education each year.

All Y staff are required to be trained in:

- CPR/AED for the Professional Rescuer
- First Aid
- Child Abuse and Neglect
- New Staff Orientation
- Shaken Baby Syndrome
- Blood Borne Pathogens
- Creative Curriculum
- Pyramid Model