



Before and After School Program  
Brunswick, RSU 1 &  
West Bath School Departments  
**2017 - 2018**

**Family Handbook**

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

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

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

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

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

### **Our Philosophy**

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

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

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

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

### **Program Goals**

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

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

Our program is designed with individual and group activities taking place within the group setting, as well as free and structured playtime. Daily, Site Directors and Group Leaders observe and interact with children attempting to maintain an environment that is stimulating and meets the needs of each child at his/her own level of readiness. Ultimately, in keeping with the purpose and philosophy of the YMCA, we strive to help children develop fully in body, mind and spirit.

### **Daily Program Philosophy**

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

### **Orientation**

Before a Family enrolls in the Bath Area Family YMCA Y Care programs, an orientation with the Child Care Director or Site Director will take place. A family orientation night is scheduled for August each year. Families have the opportunity to meet all the Y Care staff at the family orientation, review the handbook and have their questions answered. Families that enter the program throughout the year will meet with the School Age Coordinator or a Site Director for orientation.

### **Admission Information**

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

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

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

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

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

### **Child Staff Ratio**

All programs will follow Maine State Licensing Standards. Regulations for Licensing are as follows:  
*Age of Child:* 5:12 years of age. *Number of Staff:* 1 adult: 13 children

### **Staff Trainings**

It is our belief that quality childcare happens when Site Directors and Group Leaders have education and training. Therefore, we will offer educational trainings to them when available. We will make an effort to provide these trainings on days when childcare is not offered. However, we reserve the right to close childcare for trainings. We will provide at least two weeks' notice for parents to find



alternate care.

### Staff Qualifications

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

### Hours of Operation

6:30 am until School Starts  
&  
The end of School until 5:30 pm  
Monday - Friday, school year only

### Registration

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

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

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

### Confidentiality

Any information that you share with Bath Area Family YMCA staff will be treated with privacy and respect (confidential). Information gathered on forms will be kept in locked files and are available only to approved staff. We need your written permission (consent) to share any information with another program or agency. We will also need your written consent to receive any information from another program or agency. All Bath Area Family YMCA staff and volunteers are trained to respect your privacy and to follow YMCA confidentiality policies.

### Tuition Policies

At the time of enrollment, a yearly registration fee is due.

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

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

A two week written notice is required, if you withdraw your child from the program. Withdrawal



from the program without this written paperwork will still require payment for the two- week tuition due.

Please note that any reduction to enrollment is considered a partial withdrawal and does require the two-week written notice. *This notice may be emailed, mailed or dropped off at the YMCA office.*

***Please do not give the notice to the site staff.***

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

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

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

We reserve the right to terminate services when tuition is unpaid or a parent is repeatedly late. If you know your payment is going to be late or if you are having financial hardships, PLEASE call Childcare Billing at 443-4112 ext. 17. We are very willing to work with you.

Communication on financial matters is very important for success.

The 5 day "Before and After School" prices include the cost of care for the extra hour in the delay start every Wednesday morning. Additionally, covered in this cost are full days, half days and snow days (if YMCA is open). Vacation Camp is *not* covered.

Half day fees apply to scheduled school closures for workshops, parent conferences, closures due to weather, Etc.

### **Holidays/Days Closed**

Our childcare programs will be closed on the following holidays:

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

Our childcare programs may be open during the following holidays  
(Dependent on need):

*Veteran's Day • President's Day*

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

### **Vacation Week Camp & Days off From School**

Parents may sign up for vacation camps and days off from school at the school site when registration becomes available for children enrolled in the program. Signups for these days will be available at the school site approximately 2-3 weeks prior. We staff for these days based on the sign-ups. Therefore, once the sheets have been processed, cancellations and/or withdrawals will not be permitted.

Tuition includes the cost of breakfast, afternoon snack and all field trips. If your child is unable to attend on a day you signed them up for during vacation camp, the fee *does not* change.

*Notice of attendance changes must be made one week in advance of the first day of camp. Any notice after that time, will still require full payment for the days your child is signed up for.*

Questions surrounding any costs or fees should be referred to the Childcare Billing Specialist.



### Schedule

Monday through Friday mornings and afternoons, the children will be at the school site in which the program is held. *Two* Friday afternoons a month, depending on the school your child attends, children will be transported to the YMCA by Bath Bus Service for swimming. Children are to be picked up at the YMCA on the day they are scheduled, unless prior arrangements have been made.

### General Schedule

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

### Homework

We do offer a limited quiet choice time for homework and quiet activities. A child may do homework during the quiet choice time or during free time. We do not force children to complete homework. We do encourage them to utilize the quiet time in Y-Care to complete it. Please check with your child each night to make sure that his or her homework is complete.

### Items Inappropriate for Y-Care

There are many items that are brought to Y-Care which are not appropriate for the Y-Care environment. The following items should remain at home: lasers, large amounts of money, toys and games, cell phones, and weapons.

Any portable devices with internet capability are prohibited. Hand held CD players; MP3's and hand held games that cannot connect to the internet are permitted. There will be designated times to use these items at the discretion of the Site Director. If you have a question regarding the appropriateness of any item, please speak with the Site Director or the Before & After Coordinator.

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

### Swim Day

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

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

### **YCare Snow Day Policy**

- The administration at the Bath YMCA reserves the right to close the Bath Area Family YMCA and Y Childcare programs due to weather or other circumstances.
- The Bath Area Family YMCA has the discretion to make closure decisions based on safety, conditions of roads, parking lots and sidewalks, as well as staff availability.
- If the school is closed and the Bath Y and Landing Y are open by 9AM, full day care will be offered to all closed YCare sites at the Landing Y located at 24 Venture Ave on the Brunswick Landing.
- If the school has a delayed start, AM YCare will be closed. PM YCare will be held as usual.
- YCare will not operate anytime that the Bath Y is closed.
- Any full or partial closures of the Bath Y will be listed on WCSH6 as soon as a decision is made. Occasionally, a decision will be made the day prior which is subject to change as the weather is monitored throughout the night. We do this to attempt to stay open until we are certain it is unsafe for children to be on the roads.
- We suggest that you check WCSH6 closure listings, as well as check our website, [www.bathymca.org](http://www.bathymca.org), the Bath Y Facebook page or call the Bath Y if you have any questions.

### **Weather Preparation and Daily Attire**

Children should wear clothing appropriate for freedom of movement and active exercise. Daily clothing should also be easily washable, because as you know these are the active and dirty years. State law requires that your child be given access to the outdoors daily, weather permitting. This will include winter weather, so remember boots, mittens, a hat and snow pants.

### **Arrival and Pick up Policies**

Safety is an important consideration here at the YMCA. Our policy is to know where every child is at all times. *Therefore, an adult must accompany his/her child into and out of the Y-Care programs daily. A parent/caregiver must be sure to let staff know they are leaving with the child they are picking up.*

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

### **Enrollment**

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

### **Resolving Parent Issues**

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

### **Emergency Policy**

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

### **Invitations**

We believe in community and family meetings and offer opportunities during the year for these kinds of gatherings. However, we ask that all individual party plans be made outside of the Y Care community, to ensure all children feel loved and a member of our classroom.

### **Photography**



We believe in the use of photographs in the classroom to promote a sense of self and encourage an understanding of multi-cultural differences. In addition, we believe the use of videotapes allow us to review the interactions happening in the classroom and encourage growth among teaching staff. Therefore, we allow persons connected with our program (staff, parents and consultants) to take pictures and videotape with written permission. Where possible publication is concerned, additional permission will be requested.

### **Meal Time and Nutrition**

Practicing good nutrition is an important role of quality childcare. Foods that are tasty, colorful as well as a pleasurable eating environment are important elements in a child's view of mealtime. Our belief in the importance of independence for children is shown in the manner in which we present children his/her lunch from home. At mealtimes, we allow children to self-select the order in which they eat their food. We do not insist that they eat one food before they can have another. Therefore, we ask parents to keep this in mind when they select foods for their child's lunches. *Children will need to bring a complete lunch from home each day for full days, half days, vacation days and snow days.* We encourage the use of a thermos or dry ice pack (such as the kind used in coolers) for perishable, cold items. We encourage you to teach your child the importance of health by making healthy food choices at home and at child care. Rather than cookies or chips, consider packing raw vegetables or fruit. Yogurt, applesauce, fresh fruit, raisins, peanut butter and jelly and granola bars are not only easy to pack, but foods children enjoy. We do provide an afternoon snack, along with milk or water.

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

### **The Bath Area Family YMCA and**

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



**Strategy 1: Provide healthy choices for snacks and celebrations; limit unhealthy choices.** The Bath Area Family YMCA childcare programs only provide healthy, non-sugary choices for snacks and celebrations, including many fruits and vegetables.

**Strategy 2: Provide water & limit or eliminate sugary beverages.** We limit (or do not provide) sugary beverages and ask that sugary beverages not be packed in lunches.

**Strategy 3: Provide non-food reward.** The Bath Area Family childcare programs do not use food as a reward.

**Strategy 4: Provide opportunities for children to get physical activity every day.** The Bath Area Family YMCA Childcare Programs provide ample opportunities for children to get at least 60 minutes of physical activity every day; both indoors and outdoors, when the weather is good, most of the physical activity is outside.

**Strategy 5: Limit recreational screen time.** The Bath Area Family YMCA Childcare Programs do not allow any recreational screen time. The only screen that is allowed is for educational purposes only, which is limited to 30 minutes or less each day.

### Illness Policy

Illness is an important topic to address in childcare. We understand the importance of having a safe place to leave your child, but must keep the health of the group the top priority. Please make an effort to assist us with reducing the transmission of childhood diseases by noting your child's behavior and checking for a sign of illness. We use common sense in our decision-making regarding sickness and trust that you will follow these simple guidelines:

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

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

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

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

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

### Medication

If a child is on medication that must be given while he/she is in a program, a parent must sign a

Medication Authorization Form. *Only medicine that is prescribed by a doctor and is in a prescription bottle clearly labeled with the child's name, the dosage, and the prescription date can be administered.* We have a locked cabinet or box in each site. For safety reasons, please give the medication to a staff member along with the completed form.

*Over the counter medications will not be given without written permission from the physician including the above-mentioned details.*

### **Family Participation**

Families are welcome to visit, observe and participate in our programs. You are welcome at any time. It is not necessary to notify the Site Directors and Group Leaders that you will be dropping in, but keep in mind that the teacher's first responsibility is to the children.

There will be times when we may request extra helpers in order to provide your child the opportunity to experience field trips. If you would like to share your professional, special talents, a game or your favorite story with our children, please contact one of the Site Directors and Group Leaders or our director. (If you would like to volunteer in our programs, please see the director for an application.)

We recognize that families play a vital role in our programs. We appreciate the support of families in the classroom. We understand that families have important information to share with us. We hope to build relationships with families in order to create a partnership. We value every family's constructive input. We believe that children learn through modeling and we, as Site Directors and Group Leaders, work to interact respectfully with each other. Therefore, we ask that parents follow similar guidelines when they interact with others in the classroom/program environment.

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

### **Collaborating Agencies**

We believe that developmentally appropriate childcare programs are members of a large society of early childhood professionals with the shared goal of supporting children and families. Below is a list of some of the organizations with whom we currently work:

• *United Way of Mid Coast Maine* • *Maine Roads to Quality* • *United Way* • *Department of Health and Human Services* • *Sweetser* • *The Autism Society* • *The Diabetes Center* • *The Center For Grieving Children* • *RSU1* • *The Patten Free Library* • *5210 Goes to School*

### **Typical Child Guidance Procedure**

In our classrooms, we use various techniques to guide each child in using appropriate behavior yet encouraging them to manage his/her own behavior. In our *classroom design*, we create "areas" in which the children can access material independently and be geared to their level of interest.

- \* Another technique we use is *language*. We use conversation, songs and books to broaden language skills. As skills increase, we assist each child in communication his/her needs to peers directly, encouraging problem solving.
- \* Teachers use *modeling* as an effective teaching tool in behavioral management. Teachers

model the appropriate use of language, positive affect and problem-solving skills. Using this technique, children can observe appropriate strategies to use when they enter a difficult situation. In addition, teachers facilitate suitable responses when a child is unable to respond appropriately.

- \* We offer many *choices* for children during the day, including the materials they use as well as self-care routines (toileting, meals) and how to solve the problems that arise in group care. In using choices, we are enabling the child to learn skills to resolve problems independently. As an example, “Would you like to leave the book on the shelf or take it to the playground with you?” If a child is not able to make a choice, we may prompt him/her by counting to three, and sometimes make the choice for him/her.
- \* When these usual techniques become ineffective, a teacher may suggest or require that a child take some time away from the group, child or activity causing the disturbance. Allowing the child time to about the consequences of his/her behavior and the effects of his/her behavior on another child or the group as a whole enables the child to return to play when he/she is more able to be productive. Teachers support the as he/she refocuses and rejoins the classroom by setting limits and encouraging the child to recognize and talk about feelings.

#### Conflict Resolution - Problem-Solving Steps

- A. Help children calm down.
- B. Identify the problem.
- C. Generate solutions.
- D. Review solutions and choose one.
- E. Check back.

*At no time do we use shaming, withholding of food, verbal abuse or corporal punishment as a means of managing behavior.*

#### **When our Typical Behavior Management Procedures are not Sufficient Support for a Child to be Successful and/or Participate Safely in the Program**

While most children in our care respond to our *Typical Behavior Management Procedures*, some children exhibit continuing behaviors that threaten the safety and development of other children, or have special needs necessitating the use of additional strategies. The Bath Family YMCA actively seeks the cooperation of parents, outside agencies, and experts in planning and implementing strategies to help all children be successful and participate safely in our program. Maine’s Rules for Licensing of Child Care Facilities requires us to compile a record for each child at the time of admission and maintain this record. The record must include a list of the child’s special needs. We need parents to share this information with us, so that we may comply with state licensing rules.

To ensure a smooth transition into our program and to ensure that our staff are adequately trained and/or have sufficient experience to meet the needs of all children for who they are responsible, we encourage parents of all children with known disabilities (medical, educational/developmental, and behavioral) to share additional information with the YMCA. (Helpful information includes diagnoses, recommendations by physicians, and recommendations by child development experts and other professionals who have relationships with the child and family.) We want to provide children with the supports they need to be successful in our program. If a child has known or diagnosed behavioral issues, we prefer to have an *Individualized Behavior Plan* in place at the start of the child’s time in our program and ask that parents assist the YMCA in creating this plan. Cooperation

and sharing of information go a long way toward making the child's transition as smooth as possible.

If it is becoming apparent that a child who has not been identified as having a disability needs more behavioral support to participate successfully and safely than our *Typical Behavior Management Procedures* provide, we expect parents to cooperate with us by participating in the procedures outlined here.

### **Procedures for Creating and Implementing an Individualized Behavior Plan**

1. Teachers regularly record observations about children's behavior
2. Child's teacher informs the Director that *Typical Behavior Management Procedures* are inadequate support for child to participate successfully and/or safely in the program.
3. Teacher and Director meet with Parents to discuss options, create *Behavior Crisis Plan*, plan the next steps to follow if the *Behavior Crisis Plan* is not sufficient to facilitate the child's success and safe participation in the program, and schedule a date to meet again.  
*A Behavior Crisis Plan* is a document that lists specific behaviors exhibited by the child that are deemed unsafe by the family, teaching staff, and/or administration. The plan lists strategies that will be implemented in attempt to change the child's behavior before seeking outside assistance. The Plan includes steps to follow if the listed strategies are not effective. *Behavior Crisis Plans* are written for individual children by Teachers and Directors in collaboration with the child's parents.
4. The teachers in the program will follow the plan for a period of time (typically two weeks) and document any changes. If the behavior increases, becomes harmful to the child himself, or staff, the next step will be implemented immediately without a waiting period. If the behavior has not improved during the two week period or if improvement has not been sufficient to allow the child to participate successfully and safely in the program, the next step will be implemented at this time.
5. The next step is typically for parents to seek a medical diagnosis from a physician and/or referrals to an early childhood support agency or other professionals. Parent consent/action at this step allows professionals from appropriate agencies to observe the child in the program. (In the past, suggestions have included specially designed instruction, provisions of additional staff from third party agencies to support the child in the group setting, physical therapy, occupational therapy, speech and language services, and other similar services and interventions.)
6. Parents then share information with us sufficient for us to create and implement an *Individualized Behavior Plan*.
7. The Director, Teachers, and Parents will then cooperate to create an *Individualized Behavior Plan* that includes all reasonable suggestions of physicians, agencies, and/or professionals that do not fundamentally alter our program.
8. Teachers will implement the *Individualized Behavior Plan* and record their observations.
9. If use of the *Individualized Behavior Plan* does not improve the child's behavior or improve the behavior sufficiently to facilitate the child's success and safe participation, the Director, Teachers, Parents, and Experts will cooperate to revise the plan.
10. If all reasonable recommendations have been followed without sufficient results and no further recommendations for reasonable modifications are suggested, *or* if the child's parents fail to cooperate with YMCA staff in seeking outside help and creating,

implementing, and modifying the *Individualized Behavior Plan*, the Director will make the recommendation that the family seek an alternate appropriate placement and the child will be dis-enrolled from the program.

It is our hope to work with all children and families collaboratively to avoid this situation, but we know that our program will not meet the needs of all children and families.

### **Disenrollment**

We feel that the parent/teacher relationship is crucial to supportive care for children. If the parent decides to refrain from support and the behavior continues, the program will make a decision based on the individual specifications of the particular child. If a behavior or condition exists which threatens the health and safety of children or Site Directors and Group Leaders in the program, the child may be withdrawn from the program. It is our hope to work with all children and families collaboratively to avoid this situation, but we know that our program will not meet the needs of all children.

### **Withdrawal Policy**

On rare occasions, the YMCA withdraws children from childcare programs. The YMCA reserves the right to terminate childcare services at any time. Here are some examples of times when children may be withdrawn from the program:

- ★ If a behavior or condition exists which threatens the health and safety of children or Site Directors and Group Leaders in the program
- ★ Non-payment of tuition or assessed fees.

### **Behavior Policy**

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

If a child is demonstrating unacceptable behavior, the staff will fill out an incident report. Depending on severity and/or frequency of the behavior, a behavior report may be issued by the Youth and Family Director which would require a meeting between the parent(s) and the Youth and Family Director. These behaviors include but are not limited to: physical violence, inappropriate language, disrespect to staff or other children, dangerous behavior, bolting, or any behaviors which cause an unsafe environment for themselves, other children or staff members. If a child is sent home from school for illness or behavior, they are not allowed to attend YCare that afternoon.

### **Bully Prevention Policy**

The Bath Area Family YMCA believes that all students have a right to a safe and healthy childcare environment. We have an obligation to promote mutual respect, tolerance and acceptance. The Bath Area Family YMCA will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words and actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Bath Area Family YMCA expects students, family members and staff to immediately report

incidents of bullying to the site director or the childcare director. The staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from the Y, on Bath Area Family YMCA sponsored activities, or at the Bath Area Family YMCA.

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

Childcare staff will discuss this policy with their students in age-appropriate ways and will assure them that they need not endure any form of bullying. Students who bully are in violation of this policy, and are subject to disciplinary action up to and including expulsion from the program.

The procedures for intervening in bullying behavior include, but are not limited to:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the family handbook.
- The Bath Area Family YMCA childcare programs will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witness in anyway.

### **Reporting Abuse**

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

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

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

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

### **Impairment Policy**

If a child care teacher or administrator has reason to believe that a family member or responsible

adult is unable to safely transport a child, the teacher or administrator will address the concern and offer assistance in arranging for alternate transportation for the adult and child.

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

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

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

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

### **Maine Roads to Quality**

The purpose of Maine Roads to Quality is to further the joint goals of the Office of Child & Family Services, Maine DHHS and the Muskie School, USM of promoting and supporting professionalism in the early care and education field. In particular, the Center works to promote the quality of early care and education, address the training and education needs of all early care and education professionals, develop multiple ways for professionals to achieve their career goals, increase linkages between training and formal education, recognize and celebrate professionalism, monitor the effectiveness of the career development system, and collaborate with and unite partners to achieve the above. We are enrolled in this program.

### **Food & Snack**

The Y-Care and Enrichment programs are reimbursed for food/snacks we serve in our programs by the USDA Child and Adult Care Food Program. Additionally, we participate in the 5210 program.

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