



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

**Bath and Brunswick
Enrichment Program
Early Learning Center(s)
Family Handbook
2026-2027**

**Full Day Early Learning Childcare Center
Ages 6 weeks – 5 years**

Brunswick Early Learning Center
6 Farley Rd.
Brunswick, ME 04011
(207) 295-2529
Fax: (207) 443-1079

Haggett Family Early Learning Center
303 Centre Street
Bath, ME 04530
(207) 443-4112
Fax: (207) 443-1079

Annie Colaluca, Executive Director of Early Learning & Family Services
annie@bathymca.org, (207) 443-4112

Michaela Lothrop, Brunswick Enrichment Program Director
michaela@bathymca.org, (207) 295-2529

Katie Walker, Bath Enrichment Program Director
katie@bathymca.org, (207) 443-4112

Kimmy Wyman, Childcare Administrative Assistant & Childcare Billing
kimmy@bathymca.org, (207) 295-2529

Caz Bemski, Family Navigator
caz@bathymca.org, (207) 295-2529



Table of Contents

Welcome

➤ Affiliations	Page 4
➤ Shared Goals	Page 4
➤ Contact Information	Page 4
➤ Bath Area Family YMCA Mission	Page 5
➤ Our Philosophy	Page 5
➤ Y Annual Campaign and Scholarship Fund	Page 5
➤ Admission Information	Page 5

Enrichment Program

➤ Program Goals	Page 6
➤ Developmental Philosophy Statement	Page 6
➤ Curriculum	Page 6
➤ Hours of Operation	Page 6
➤ Holidays/Days Closed	Page 7
➤ Emergency Closure Policy	Page 7
➤ Ages and Ratios	Page 7

Enrollment Policies

➤ Enrollment	Page 8
➤ Enrollment Process	Page 8
➤ Waitlist	Page 8
➤ Tuition	Page 9

Daily Procedures and Schedule

➤ Attendance	Page 9
➤ Arrival and Pickup Policies and Procedures	Page 10
➤ Authorized Pickup	Page 10
➤ Program closing and late Pickup	Page 10
➤ Supervising Siblings at Dropoff/Pickup	Page 11
➤ Cell Phone Use	Page 11

Daily Operations

➤ Typical Daily Schedule	Page 11
➤ Daily Supplies	Page 12
➤ Nap/Rest	Page 12
➤ Diapering Policies	Page 12
➤ Potty Training	Page 13
➤ Dressing Your Child	Page 14
➤ Swim Time and Attire	Page 14
➤ Outdoor Play	Page 14
➤ Field Trips	Page 15
➤ Toys from Home	Page 15
➤ Invitations/Birthday Celebrations	Page 15

Infant Specific Information

➤ Infant Feeding	Page 16
➤ Safe Sleep	Page 18

Table of Contents (continued)

Health and Wellness

➤ Illness	Page 18
➤ Medical Records	Page 19
➤ Medication Administration	Page 19
➤ Nutrition and Meals	Page 20
➤ Food Safety	Page 20
➤ Nut Free Environments	Page 20
➤ 5210 Let's Go	Page 20

Child Development and Assessment

➤ Developmental Screening	Page 21
➤ FAPE Transition	Page 21
➤ Assessment	Page 22
➤ Portfolios	Page 22
➤ Transition	Page 22

Behavior Guidance

➤ Typical Guidance Procedures	Page 22
➤ Social/Emotional Development	Page 23
➤ Withdrawal	Page 25
➤ Biting	Page 25

Safety

➤ Rights for Children in Childcare Facilities	Page 26
➤ Reporting Abuse	Page 26
➤ Security Cameras	Page 27
➤ Building Security and Access to the Program	Page 27
➤ Fire Drills and Evacuations	Page 27
➤ Emergency Response Plan	Page 27
➤ Incident Reporting	Page 28
➤ Child Supervision	Page 28
➤ Child Count	Page 29
➤ Custody and Safety Orders	Page 29
➤ Impairment	Page 29
➤ Transportation	Page 30
➤ Parking	Page 30

Communication

➤ Family Connection	Page 30
➤ Confidentiality	Page 31
➤ Brightwheel	Page 31
➤ Director's Report and Email	Page 31
➤ Resolving Family Issues	Page 32
➤ English Language Learners	Page 32
➤ Professional Relationships	Page 32
➤ Photography	Page 33

Collaborating Agencies

Page 33

Family Handbook Acknowledgement Form (must be signed and returned via Brightwheel)	Page 34
--	---------

Welcome

Dear Families,

In partnership with General Dynamics Bath Iron Works, the Bath Area Family YMCA recognizes and values quality comprehensive early care and education services for young children. GDBIW and the Bath Area Family YMCA have a collaborative agreement to support the GDBIW workforce with access to high quality early learning programming through enrollment in childcare through the Bath Area Family YMCA.

We welcome you to the Bath Area Family YMCA Early Learning Centers. This family handbook answers many of your questions regarding routines and general policies for the center. It's a good idea to familiarize yourself with the information in this handbook so you feel well-informed about the care your child receives each day. For the purposes of this document, the term parent is used synonymously with that of legal guardian. Our program supports children ranging from 6 weeks to 5 years. As families in our program, you play an important role in student learning. By selecting the Enrichment program for your child's care, you are demonstrating support for the learning environment that is critical to the development of our young children. Please feel free to ask questions at any time.

~ The Enrichment Early Learning Center Staff

Affiliations

This program is a partnership between BIW and the Bath Area Family YMCA. BIW does not own or operate either of the Bath Area Family YMCA facilities. BIW does not manage the childcare services provided by the Bath Area Family YMCA. All questions and concerns about your child's care services should be directed to Bath Area YMCA staff.

Shared Goals

- To provide access to dependable, high quality early learning environments for GDBIW children from 6 weeks to 5 years of age, with a maximum of 150 children enrolled.
- To offer open enrollment for GDBIW children for first right of refusal. Upon which BIW employees are not utilizing all slots, the Bath YMCA reserves the right to fill slots with community members.
- To recognize the importance of offering financial assistance to any family who demonstrates a need, as indicated in the Bath Area Family YMCA's mission.

Contact Information

Annie Colaluca, Executive Director of Early Learning & Family Services
annie@bathymca.org, (207) 295-2529 or (207) 443-4112

Michaela McElderry, Brunswick Enrichment Program Director
michaela@bathymca.org, (207) 295-2529

Katie Walker, Bath Enrichment Program Director
katie@bathymca.org, (207) 443-4112

Kimmy Wyman, Childcare Administrative Assistant & Childcare Billing
Kimmy@bathymca.org, (207) 295-2529

Caz Bemski, Family Navigator
caz@bathymca.org, (207) 295-2529

Bath Area Family YMCA Mission

The purpose of the Bath Area Family YMCA is to promote the health and well-being 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 Childcare programs offer opportunities for children to interact in an inclusive, child-directed environment. We focus on learning through the developmental areas of social-emotional, physical, cognitive and language, utilizing “play” as the focal point for all learning. We respect and support 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. Teachers 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 provide 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. Applications for financial aid are always available at the YMCA front desk or on the Y website at www.bathymca.org. 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. Parents are always welcome to join the campaign as volunteers.

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 programs are licensed through the State of Maine Childcare Licensing Department
- ★ The Enrichment Program is Accredited through The National Association for the Education of Young Children
- ★ The Bath Area Family YMCA offers financial aid, scholarships, and participates in the Maine Child Care Affordability Program (CCAP).

No person will be excluded from admission or participation in the YMCA Childcare Programs because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status. This Institution is an equal opportunity provider.

Program Goals

Our Enrichment Program is a safe, caring environment where each child is encouraged to learn new skills, express themselves freely, and explore the environment. Teachers facilitate independence and self-esteem while modeling and supporting the development of problem-solving skills.

Teachers 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 day is designed with individual and group activities taking place within the group setting, as well as free and structured playtime. Daily, teachers 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.

Developmental Philosophy Statement

We *respect* children as individuals, with their own unique needs and desires. We acknowledge and support their needs, assisting them in their work growing and developing. We support each child's progress in the areas of physiological development, safety, belonging, and self-esteem recognizing that children may experience times in their lives when one area involves more time and energy, requiring examination, understanding and guidance. We support healthy brain development and resiliency. We believe in our ability as team members (teachers, administrators, the family and other professionals) to identify the needs of the group and individualize learning, to build upon the capacity of all children in the group. Above all, we believe each child is their own unique being, and we believe that children deserve to grow and develop in a safe, caring environment. We like to think of our program as an environment in which children can blossom.

Curriculum

We believe that children learn through 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 curriculum, based on the standards set forth by the Maine Early Learning and Development Standards (MELDS) as well as the Infant & Toddler MELDS, to enhance the healthy growth of children as individuals. We utilize the Creative Curriculum framework to guide our lesson planning. Through observation, teachers will design creative activities that teach skills needed to meet the individual needs of children and help them move to the next developmental stage.

Hours of Operation

Location	Address	Hours
Haggett Family ELC	303 Centre Street, Bath	7:00 am – 5:00 pm
Brunswick ELC	6 Farley Rd., Brunswick	6:15 am - 4:30 pm

Holidays/Days Closed

Our childcare programs will be closed on the following holidays:

YMCA Enrichment Program Holidays & Closures:	
New Year's Eve & New Year's Day	
Presidents' Day	
March Professional Development Day (2 nd Friday)	
Memorial Day	
Independence Day	
August Annual Shutdown (Mon-Fri week before Labor Day)	
Labor Day	
October Professional Development Day (Friday before Indigenous People's Day weekend)	
Thanksgiving & Day after Thanksgiving	
Christmas Eve & Christmas Day	

Tuition will remain due as stated in the Payment Policy and Procedure.

**This calendar is subject to change throughout the school year and may require additional dates for Professional Development.*

Emergency Closure Policy

- The Bath Area Family YMCA The YMCA will make every effort to remain open on scheduled program days but reserves the right to close or adjust hours based on weather or other safety concerns. Families will receive reasonable notification of such closures and be provided with 1 hour for safe pick-up of their child.
- If the Bath Area Family YMCA closes due to unforeseen circumstances, tuition remains due until further review of the situation.
- If the YMCA opens after 10:00 am, the Enrichment program will be closed.

We suggest that you check WCSH6 closure listings, as well as check our website, www.bathymca.org, the Bath Y Facebook page or call the Bath Y at 207-443-4112 if you have any questions.

Ages and Ratios for Groups Served

Age Category	Ratio	Max Class Size
Infant & "Waddlers" (6 weeks-18 months)	1:4	8
Young Toddlers (18 months- 2.5 yrs)	1:5	10
Older Toddlers (2.5 yrs-3.5 yrs)	1:6	12
Preschool (3-5 yrs.)	1:8	20
Public PreK (eligible 4-year-olds) *registration required through participating school districts and based on residency	1:8	16

Enrollment

Childcare is very important to us, and we want all families to feel welcome and safe in all programs. We encourage visiting our program prior to your child attending. A family orientation will be held prior to your child's 1st day. At that time, you will have a chance to ask questions. Upon visiting, you will be able to view the design of the classroom and observe interactions between children and teachers. This will also be an opportunity to discuss the type of transition your child will need to enter our program successfully. Enrollment is offered year-round. If needed, a waiting list will be developed. As openings occur, they will be filled with families from the wait list. A completed Enrollment Packet including physician form and current, up-to-date immunization records must be turned in to enroll your child. All families are required to provide 1 additional emergency contact in addition to parent/guardians.

The Enrollment process is as follows:

- Enrollment in our childcare programs is ongoing throughout the calendar year, based on program availability and classroom capacity. Openings may occur at various times throughout the year as children transition between age groups or families leave the program.
- Families interested in care are encouraged to complete a waitlist application as early as possible to increase the opportunity for placement. Submission of a waitlist application does not guarantee enrollment but ensures that families will be contacted when space is available.
- Separate waitlists will be maintained for GD BIW families and community families in accordance with partnership agreements and program capacity.
- Waitlist placement is determined by the date a completed application is received, as well as program availability, classroom ratios, and the age of the child.
- Once an opening becomes available, families will be contacted using their preferred method of communication and provided with enrollment information, program details, and a timeline for confirming placement.
- Families accepting enrollment will be required to complete all enrollment paperwork prior to a child's start date, including emergency contact information, medical and immunization records, authorized pickup information, and any additional forms required by state childcare licensing regulations.
- Enrollment is considered finalized once all required documentation has been submitted and the applicable registration fees and tuition arrangements have been completed.
- Families on the waitlist are encouraged to keep contact information current and notify the program of any changes to scheduling needs, desired start dates, or withdrawal from the waitlist.

Waitlist

The Waitlists process is as follows:

- The Bath Area Family YMCA will manage all aspects of enrollment, waitlists, and billing for the program.
- Additionally, the Bath Area Family YMCA will oversee the enrollment process with each individual family. Families enrolling in the program will complete a childcare fee agreement and agree to adhere to YMCA payment policies and procedures.
- The YMCA Enrichment Program will maintain a waitlist for GD BIW families interested in care. To be added to the waitlist, families must submit a completed enrollment application. As openings become available, the Enrichment Director will contact families using their preferred method of communication to offer available spaces on a first-come, first-served basis. Families who do not accept an offer of care within 72 hours may be returned to the waitlist and placed at the end of the GD BIW waitlist queue.

Tuition

- At the time of registration, a \$50 non-refundable deposit will be required to secure a child's enrollment in the program. This deposit will be applied toward the child's first week of tuition.
- Weekly tuition payments are due each Wednesday prior to the upcoming week of care. Tuition is paid in advance for services provided.
- Families are responsible for ensuring that tuition payments are made on time to maintain enrollment in the program.
- Payments may be made through a scheduled weekly automatic draft or in person at the Welcome Center Desk.
- Written two weeks' notice is required when withdrawing from the program. Notice must be submitted directly to program administration.
- Families who withdraw without providing the required two-week written notice will remain financially responsible for the equivalent of two weeks of tuition payments.
- Failure to remain current on tuition payments may result in suspension or termination of childcare services in accordance with YMCA payment policies and procedures.

Attendance Policy

Children's schedules are established at the time of enrollment based on each family's childcare needs and the availability of care. Consistent attendance supports classroom routines, staffing, and children's sense of security throughout the day. Because staffing and classroom ratios are planned according to enrollment and expected attendance, it is important that families communicate any ongoing schedule changes with program administration as soon as possible. Schedule changes may be subject to availability and staffing considerations. To support a smooth transition into the classroom environment and allow children to fully participate in the morning routine, families are asked to arrive during the designated morning drop-off window. Morning activities, curriculum experiences, and breakfast begin shortly after arrival, with breakfast service ending no later than 9:00 a.m.

Children should arrive no later than 8:30 a.m. unless prior arrangements have been approved by administration. Late arrivals can be disruptive to classroom routines and may impact on a child's ability to comfortably transition into the day.

Morning drop-off windows are as follows:

- Brunswick ELC: 6:15 a.m. – 8:30 a.m.
- Bath Y, Haggett Family ELC: 7:00 a.m. – 8:30 a.m.
- If a child must arrive after 8:30 a.m. due to circumstances such as a medical appointment or other unavoidable event, families must notify the program and receive administrative approval in advance.
- If a child has not arrived by 8:30 a.m. and the program has not received communication from the family, the child will be considered absent for the day.
- Families should report absences through Brightwheel by 8:00 a.m. on any scheduled day their child will not attend. Timely communication assists staff in planning meals, activities, staffing, and classroom ratios.
- To minimize disruptions and support consistency within the classroom environment, families are encouraged to schedule appointments later in the day whenever possible, ideally after 2:00 p.m.
- If a child returns to the program after 11:00 a.m., prior administrative approval is required to ensure the classroom can appropriately accommodate the transition back into the daily routine.

- For the safety and convenience of all families, the front parking loop may be used for short-term drop-off and pick-up parking only. Families are asked to return promptly to their vehicles and avoid leaving vehicles idling whenever possible to support a safe and environmentally conscious campus environment.

Arrival and Pick-up Policies and Procedures

The safety of every child in our program is our highest priority. To ensure that children are always accounted for, an adult must accompany their child into the building and into the classroom at drop-off and must enter the classroom to pick up their child at the end of the day. Children may not be dropped off or picked up in the parking lot or at the entrance without an adult escort.

We use a childcare management system called Brightwheel to track attendance and maintain accurate records. Families are required to check their child in and out each day by scanning the Brightwheel barcode using their phone at drop-off and pick-up. If using the app presents a challenge for your family, staff members are available to assist.

Arrival times:

Brunswick ELC between 6:15-8:30 a.m.

Bath Y, Haggett Family ELC between 7:00-8:30 a.m.

Departure times:

Brunswick ELC between 2:30-4:30 p.m.

Bath Y, Haggett Family ELC between 2:30-5:00 p.m.

Authorized Pick-Up

Children will only be released to parents/guardians or individuals listed as authorized pick-up contacts in the child's Brightwheel profile. It is the responsibility of the parent/guardian to keep this information current. If someone other than the authorized individuals will be picking up a child, families must notify the program in advance through Brightwheel or by contacting the office. For the safety of the children, staff may request photo identification from any individual picking up a child, particularly if they are unfamiliar to staff. Children will not be released to anyone who is not listed as an authorized pick-up person.

Program Closing and Late Pick-Up

Our programs close promptly at (Brunswick ELC) 4:30 p.m. and (Haggett Family ELC) 5:00 p.m. Families are expected to arrive with enough time to gather their child and exit the building by these times. If a child remains in the classroom after closing time, a late pick-up fee of \$2.00 per minute will be charged.

When a late pick-up occurs, the staff member on duty will complete a late pick-up form, which must be signed by both the parent/guardian and staff. The late fee will be applied to the family's account and must be paid with the next scheduled payment.

The YMCA expects all children to be picked up promptly at the end of their scheduled care. Repeated late pick-ups may result in the suspension or termination of childcare services at the YMCA's discretion to ensure safe and consistent program operations for all participants.

If a child has not been picked up and staff have been unable to reach a parent or authorized contact within a reasonable period of time, the program may be required to follow state guidelines and contact the appropriate authorities.

Supervising Siblings at Drop Off/Pick Up

If siblings, or other individuals, accompany a parent during drop off or pick up, always keep them under immediate supervision. Pick up or drop off can become unnecessarily hectic. Also, additional individuals, like siblings, may not be left in the foyers or hallways while picking up your child.

Cell Phone Use

We respectfully ask parents to refrain from using your cell phone as you are dropping off and picking up your children. This allows for better communication with the teachers and a chance to greet your child without disruptions.

Daily Operations:

Typical Daily Schedule

The teaching staff in our childcare program strive to be consistent with schedule and routine to support the developmental needs of the children in our care. While every day at school will offer slight differences, you can expect an average day for your child to look like this:

Infant:

- Opening-8:30: greeting inside classroom and free play time
- 8:30-9:00: morning feedings/diapers
- 9:00-10:00: morning naps/individual and small group activities
- 10:00-11:00: outside play/buggy ride or gym play
- 11:00-11:30: lunch and free play time
- 12:00-1:30: afternoon naps/individual and small group activities for awake infants
- 1:00-2:30: quiet transition from rest, inside play time, and afternoon feedings/diapers
- 2:30-3:30: outside play time
- 3:30-Closing: inside play time and transition to home

****Individual feeding and napping schedules will be followed throughout the day for all infants.***

Toddler:

- Opening-8:30: greeting inside classroom and free play time
- 8:30-9:00: morning snack
- 9:00-10:00: outside play
- 10:00-11:30: inside free play/lunch and transition to rest time
- 12:00-1:30: rest time
- 1:30-2:30: quiet transition from rest, inside play time, and afternoon snack.
- 2:30-3:30: outside play time
- 3:30-Closing: inside play time and transition to home

Preschool:

- Opening-8:30: greeting outside (weather permitting) and free play time
- 8:30-9:00: transition to inside, bathroom, and morning snack
- 9:00-11:00: morning meeting, inside free play, and/or organized activities
- 11:00-12:00: outside play time (hike, playground, fields, etc.)
- 12:00-1:00: lunch and transition to rest time
- 1:00-2:30: rest time
- 2:30-3:30: afternoon snack, pack-up for the day
- 3:30-Closing: outside free play time and transition to home

Daily Supplies

Your child should bring a bag/backpack with the following labeled materials:

- ★ Lunch
- ★ Full water bottle
- ★ Two full sets of extra clothing, including socks and underwear.
- ★ Diapers/Pull Ups & Wipes (if needed)
- ★ Blanket for Naptime (see naptime for more info)
- ★ Small Stuffed Animal, if needed (ONLY for children ages 2 and up)
- ★ Swimsuit, towel, swim diaper (if needed) (swim days)
- ★ Pacifier/sleep sack (for children under 1)
- ★ Formula/Breastmilk/Milk alternative, etc. (labeled and brought in weekly)
- ★ Bottles/sippy cup (if glass please provide a silicone sleeve)

Please mark all clothing and items with your child's name with a permanent marker.

Nap/Rest Time

Our childcare programs are designed with various activities to utilize each child's whole body and mind; naptime is included to allow time for each child's body to rest. The Enrichment Program provides each child with his/her own personalized mat. Every mat is cleaned and disinfected weekly. Each child is expected to rest quietly for the first 30-60 minutes, as required by licensing. Then, children who no longer nap can play quietly on their mats with quiet activities. Once group needs are assessed, alternative quiet activities may be provided.

We are happy to provide a blanket for your child, or you are welcome to provide a blanket or favorite covering from home, clearly labeled. Due to State Licensing requirements, pillows are not allowed. However, your child may bring a favorite, small stuffed animal. All rest time items from home will be sent home weekly to be laundered.

Diapering Policy

The Enrichment Program does not provide diapers and wipes for the children enrolled in our care. Parents are required to bring diapers or pull-ups and wipes for their child; teachers will notify parents when supplies run low. Keep in mind that the teachers change diapers every 2 hours (more often if needed) so a child who is enrolled for a full day could easily go through 5-6 diapers and numerous wipes. All children wearing diapers will be checked every 30 minutes for diaper changes and immediately upon waking from a nap. Please provide pullups that are able to be re-fastened on the sides for ease of use/changing.

Diaper Cream

Diaper cream may be applied to a child as a protective measure after diapering to prevent diaper rash and to a child who has a mild diaper rash. If a child has diaper rash that persists and/or has a rash that is red, irritated and has open, oozing areas, that child should be seen by a physician.

Potty Training

We believe that toilet learning is an important developmental milestone that occurs at different ages for each child. Readiness is determined by the child's ability to recognize and communicate their needs, including noticing when they are wet or expressing the need to use the bathroom. For toddlers, toilet learning is approached as a gradual, supportive process focused on building comfort, routine, and independence, rather than meeting a specific timeline.

Our goal is to support your child's potty-training journey, but we are not able to independently or exclusively potty train children in the classroom. Successful potty training requires consistency between home and school, and we rely on families to lead this process at home.

Before starting potty training at school, please consider:

- Potty training does not start at school!
- Have you connected with your child's teacher?
- Is your child showing signs of readiness (verbally telling an adult they need to go, staying dry for periods of time, or recognizing when they are wet/soiled)?
- Is your child generally having success with few accidents (no more than one–two per day)?
- Is your child willing and interested in using the toilet?

What to expect at school:

- Teachers will offer regular opportunities to use the bathroom, typically during scheduled diapering times.
- Children are also encouraged to tell a teacher when they need to go; without this communication, accidents are more likely.
- If a child has three or more accidents in one day, they will be changed into a pull-up for the rest of the day.

If a child is experiencing frequent accidents, not showing readiness, or not yet having success with toileting, we may pause potty training at school and revisit it when they are more developmentally ready.

To help support your child during this process, we ask that families provide **at least three full changes of clothing** each day while potty training. Accidents can happen quickly, and having enough clean clothing ensures your child can remain comfortable and continue participating in their day. We also ask that you stay in regular communication with your child's teachers regarding your child's progress and any additional items that may be needed (such as extra clothing, underwear, or supplies).

We are committed to meeting each child where they are and supporting their growth. At the same time, maintaining a clean, safe, and manageable classroom environment requires that potty training be a shared, consistent effort between home and school.

Please feel free to reach out to your child's teacher to discuss readiness or next steps, we're happy to partner with you in this process.

Dressing Your Child

Children should arrive at school dressed comfortably and prepared for active, play-based learning. Our program includes daily experiences such as art, sensory play, outdoor play, water play, sand, mud, and other hands-on activities that may get clothing messy. Families are encouraged to send children in clothing and footwear (close-toed shoes) appropriate for movement, outdoor play, and exploration.

Unless otherwise communicated for a special event, pajamas and costumes should not be worn to school.

Because messy and outdoor play are an important part of our curriculum, staff are unable to accommodate requests such as:

- Keeping children from getting messy
- Preventing participation in art or sensory activities
- Changing children into separate “play clothes” for messy activities
- Keeping children indoors during outdoor play times

We encourage families to send children in clothing that supports full participation in all classroom experiences.

Swim Time and Attire (*only for children ages 3-5*)

The Enrichment Program feels strongly about the importance of swim education, including safety, water acclimation and basic skills in order to establish a lifelong, healthy approach to water. Each classroom will have an opportunity to swim throughout the school year. Please be prepared for swim time by sending your child with his/her swimsuit, towel, and swim diaper (if needed) weekly, and wear hair in a ponytail if their hair is collar length or longer. Children who are not potty trained must wear a swim diaper plus a swimsuit and rubber pants (2 tight-fitting layers). All articles should be clearly labeled. Please also have your child bring a plastic/waterproof bag for his/her wet articles.

We support the children in gaining confidence and independence with self-help skills. We also encourage preschool children to undress and dress themselves on swim day to help build their motor coordination skills. Families can support teachers by practicing with children at home, getting their swimsuits on prior to taking a bath, and, taking their swimsuit off when getting out of the tub. This will ensure that the children have had some time to practice this skill at home and aid us in our process on swim day.

Swim day is made easier if families send children in simple, comfortable fitting clothing on swim day (i.e. sweatsuits). All children enrolled in the Enrichment Center are required to suit up for swimming and sit in the pool area. Classroom teachers attend swimming lessons so there are no teachers remaining in the classroom to watch children who are unable to swim.

Outdoor Play

Children at our program participate in outdoor play and nature-based learning experiences daily in accordance with Maine Child Care Licensing Rules and weather safety guidelines. We believe that regular outdoor experiences support children’s physical health, social-emotional development, creativity, confidence, and connection to the natural world. Outdoor play is considered an essential part of our curriculum and daily routine.

Children will have opportunities to explore a variety of outdoor environments and natural materials, including sand, water, mud, grass, snow, gardens, loose parts, and seasonal weather conditions. Outdoor learning experiences may include nature walks, observation of plants and wildlife, sensory exploration, large motor play, and hands-on discovery activities.

In accordance with Maine licensing regulations, children will be provided with outdoor play opportunities each day unless weather conditions pose a health or safety risk. Decisions regarding outdoor play will consider factors such as temperature, wind chill, heat index, air quality, precipitation, and playground safety conditions. Outdoor time may be shortened, modified, or canceled when necessary to ensure the health and safety of children and staff.

Families are expected to provide children with appropriate clothing for outdoor play in all seasons, including jackets, hats, mittens, boots, rain gear, sunscreen, and extra clothing as needed. Because outdoor play is a regular part of the program, children should arrive each day prepared to participate comfortably in outdoor activities.

The program encourages children to explore, engage with nature, take reasonable age-appropriate risks, and develop respect and appreciation for the environment through meaningful outdoor experiences.

Field Trips

There are various opportunities for field trips in our area. Prior to a field trip, a permission slip will be sent home to be signed. There is a place on the form for parents interested in volunteering. During field trips, our ratio is 1:4 children or fewer, thanks to the support of volunteers. If a family chooses for their child not to attend a field trip, we ask that alternative care arrangements be made to ensure proper operations of other classrooms.

Toys from Home

The Enrichment Program welcomes belongings from home such as napping items, comfort items, and books. We welcome materials related to the current curriculum or family culture. Teachers will work with families to incorporate these into lesson plans. We ask that other toys be left at home or in the car. The Program does not allow weapon type toys (i.e., guns, knives, swords, whips, etc.), war toys, or toys of destruction.

Invitations/Birthday Celebrations

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 classroom community. If invitations are for everyone in the classroom, they can be given to a teacher to be placed in backpacks. Due to our 5210 Let's Go! Policy, and children with dietary restrictions/allergies, we do not serve birthday treats in our classrooms. We prefer not to serve baked goods from home to ensure food safety for all children in our care. Teachers supply special birthday napkins on the morning of a child's birthday as we celebrate each child on their special day.

Infant Specific Information:

Infant Feeding Policy

The following policies are in conjunction with the State of Maine Licensing rules and regulations for center-based infant care.

General:

- Feeding schedules shall be in accordance with each child's needs rather than according to the time.
- Containers, bottles and cups used in the program that are made of glass **must** have a silicone sleeve
- All formula and breastmilk will be warmed by water in a bottle warmer, never microwaved.
- All self-provided milk or milk alternatives should be provided daily in a labeled cup or at the beginning of the week in the commercial packaging it comes in. **Containers must be unopened.** (Any milk left at the center will be discarded at the end of the week).
- All milk or milk alternatives that have been put into a cup for consumption will be discarded at the end of the day and will not be saved for use.

Breastmilk Storage Location and Temperatures			
Type of Breast Milk:	Countertop	Refrigerator	Freezer
	77°F (25°C) or colder (room temperature)	40°F (4°C)	0°F (-18°C) or colder
Freshly Expressed or Pumped	Up to 4 Hours	Up to 4 Days	Within 6 months is best Up to 12 months is acceptable
Thawed, Previously Frozen	1–2 Hours	Up to 1 Day	NEVER refreeze human milk after it has been thawed
Leftover from a Feeding	If the baby did not finish the bottle, use within 2 hours after the baby is finished feeding.		

Breastmilk:

- All bags and bottles must be labeled with your child's name, date and stored in the refrigerator.
- Freshly expressed or pumped milk can be left on the counter for up to 4 hours, in the fridge for 24 hours on site, and 2 weeks in the freezer.
- Thawed, previously frozen breast milk may be left on the counter for 1-2 hours and in the fridge for 24 hours.
- Breast milk that has been warmed and if the baby did not finish the bottle, we must use it within 2 hours from when they finished eating it the first time.
- Breast milk bottles will not be shaken once warmed.
- Breast milk bottled that has surpassed the 2-hour mark will become unusable and be discarded. If you do not wish for the milk to be discarded, please seek out your child's care provider to make alternate arrangements.
- We do have storage for frozen breast milk in our freezers.

Formula:

- The Bath YMCA will provide Parent's Choice Gentle Infant Formula Powder with Iron for any family participating in our CACFP program.
- Formula from home must be made from commercially prepared products and provided to the center unopened. Homemade formula solutions are prohibited.
- Pre-made formula bottles must be labeled with your child's name, date, and stored in the refrigerator for no longer than 24 hours.
- Powder formula that has been opened and not used within the 1-month time frame will be discarded.
- Formula must be refrigerated within 2 hours of mixing.
- Once the feeding begins, formula will be offered for up to 1 hour then discarded.

Solid Foods:

- We ask that you introduce any new foods 5 or more times at home before sending them in for your child. In the event of an allergic reaction.
- Open jars shall be disposed of or returned to the parent/guardian the same day they are opened.
- No previously opened commercial baby food jars/pouches are to be accepted.
- Once feeding begins, any uneaten food can be left out and offered again for up to 2 hours.
- Containers of food stored in the center's refrigerator must be labeled with your child's name, the contents and date.
- All homemade baby food containers must be labeled with the date the center received it, containers will be returned daily.
- Homemade baby food may be stored in the freezer for up to 1 month only.

Safe Sleep Policy

All childcare providers at the Bath Area Family YMCA will follow safe sleep recommendations for infants to reduce the risk of sudden infant death syndrome (SIDS), other sleep-related infant death, and the spread of contagious diseases:

- Infants will always be put to sleep on their backs until 1 year of age.
- Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
- No toys, mobiles, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
- Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.
- If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
- The infant's head will remain uncovered for sleep. Bibs and hoods will be removed.
- Infants will be actively observed by sight and sound.
- Infants will not be allowed to sleep on a sofa/ couch, chair cushion, bed, pillow, or in a car seat, stroller, swing or bouncy chair. If an infant falls asleep anyplace other than a crib, the infant will be moved to a crib right away.
- An infant who arrives asleep in a car seat will be moved to a crib.
- Infants will not share cribs, and cribs will be spaced 3 feet apart.
- Infants may be offered a pacifier for sleep, if provided by the parents.
- Pacifiers will not be attached by a string to the infant's clothing and will not be reinserted if they fall out after the infant is asleep.

- When able to roll back and forth from back to front, the infant will be put to sleep on his back and allowed to assume a preferred sleep position.
- Our childcare program is a smoke-free environment.
- Our childcare program supports breastfeeding.
- Awake infants will have supervised “Tummy Time”

Health and Wellness:

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 assist us with reducing the transmission of childhood diseases by noting your child’s behavior and checking for signs of illness. We trust that you will follow these simple guidelines, which have been established in partnership with our health care consultant:

- ★ ***A child who is not well enough to participate in all daily activities, including swimming, and outdoor play, should not attend.***
- Children must be without a fever of 100.4°F 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).
- For example: If a child is sent home from our childcare program at 9:00am with a fever of 102° and the child’s fever is back to normal by 5:00pm that evening, the child must remain home for 24 hours after 5pm, to ensure their illness has improved and they are able to return to care, fever-free.
- 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 100.4° or higher)
 - ★ Diarrhea (2 or more episodes, which are out of the child’s normal bowel movement)
 - ★ Vomiting
 - ★ An Unexplained Rash
 - ★ Discharging Eyes or Ears
 - ★ If your child is sent home with conjunctivitis, it is our policy that he/she may not return to the program for 24 hours after beginning treatment and when discharge has resolved.
- 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, diarrhea, and impetigo* 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 childcare, 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 are required to make arrangements for your child to be picked up within one hour of the notification. While waiting, your child will be provided with a safe and comfortable place to rest. The emergency pickup person must be on file for the release of your child to occur.

Medical Records

Each child enrolled in the program has a file which includes health records as required by childcare Licensing and NAEYC Accreditation. Each child must have a physical examination on file, current within

the last six months prior to admission. If the child's physical indicates there are ongoing special health needs, such as allergies or chronic illness, instructions must be kept in the child's file. Information about chronic medical conditions will also be kept in a classroom clipboard. An up-to-date record of immunization is also required. This medical form, including current, up-to-date immunization records, must be on file before a child is allowed to attend the program. The physical examination must be renewed every year, and immunizations must be kept current and for a family to continue attending care. Every year, a consultant from childcare licensing comes to the center and accesses children's records to make sure immunization records are up to date. Families will be notified with a list if any vaccine documentation is missing in your child's file. It is the responsibility of the family to update the required immunizations once written notification has been given. Failure to do so may result in the loss of childcare services. Content in a child's file is confidential, but is available to Bath YMCA administrators, teaching staff, the child's parents, and any regulatory authority upon request.

Medication Administration

Families need to administer ALL medication to their children at home whenever possible. Please check with your child's doctor to see if the medication can be prescribed twice a day so it can be administered in the morning and in the evening. First time dosages of all new medications **MUST** be given by a parent or guardian 30 minutes before the child is dropped off, or the parent or guardian must stay in the room for 30 minutes in case of an allergic reaction to the medication.

The Enrichment Program staff will administer medication as listed following parent permission:

- Prescription medication: must be in the original labeled, dated container with prescription label intact with your child's first and last name, the doctor's name, and dosage directions clearly indicated and the medication expiration date. You will be asked to fill out a permission form for administration of medication, sign it, and date it before the childcare staff may administer prescription medication.
- Non-prescription medication (including doctor's samples): will be administered only with a dated and signed note from the physician with the following information: the child's first and last name, name of the medication, explanation of condition requiring medication, date, and dosage. A doctor's note is required, even if it is administered by a parent, if the medication is to be administered on-site.
- **Fever-reducers, such as Tylenol or Motrin, cannot be administered by our staff and should not be given to the child for that purpose prior to attending care.**

Safeguards staff conduct regarding administering medications:

1. Verifying the right child receives the right medication.
2. Medicine is administered at the right time.
3. Medicine is in the right dosage.
4. The right method with documentation is completed at each right time medication is given. The teacher signs the documentation of the above items on the permission form filled out by the parent.
5. Teaching staff who are required to administer special medical procedures have demonstrated to a health professional that they are competent in the procedures and are guided by written procedures from the doctor.

All medications are kept in a locked container.

If a physician has ordered a special medical management procedure for a child while in care, an adult trained in the procedure must be on site when the child is in attendance.

Nutrition and Meals:

Practicing good nutrition is an important role in quality childcare. Foods that are tasty and colorful, as well as a pleasurable eating environment, are important elements in a child's view of mealtimes. Our belief in the importance of independence for children is shown in the way we present children with their lunches 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 families to keep this in mind when they select foods for their child's lunches.

We encourage you to teach your child the importance of health by making healthy food choices at home and at childcare. Rather than cookies or chips, consider packing raw vegetables or fruit. Yogurt, applesauce, fresh fruit, raisins, sun butter and jelly and granola bars are not only easy to pack, but foods children enjoy. Since popcorn can cause choking, we ask you not to pack this item in lunches. Additionally, candy, soda, juice and carbonated beverages are not allowed in our programs.

We participate in the Child and Adult Care Food Program and provide a morning and afternoon snack, along with milk, or water. The menu is posted in the classroom and is made available to all families at orientation. All items on the menu served are nut free and meet USDA nutritional requirements. We recognize that some children have different dietary needs (gluten free, vegetarian, etc.) and request that you communicate these needs in your enrollment packet.

Food Safety Policy

To ensure that all foods are served at the proper temperature, childcare staff will not be responsible for heating up or preparing warmed foods for children in the program. Families are responsible for packing their child's lunch with an ice pack, if necessary or thermos, to keep food at the proper temperature. Refrigerator space is reserved for breakfast and snack foods.

Nut Free Program Environments

The Bath Area Family YMCA Childcare Programs are peanut and tree nut free environments. We have children with severe food allergies to peanuts & tree nuts (including coconut). It is important that there is strict avoidance of these foods to prevent a life-threatening allergic reaction. We are asking for your help to provide the students with a safe childcare environment.

*Should your child have a nut allergy, please include an Allergy Action plan with enrollment paperwork.

The Bath Area Family YMCA and 5210 Let's Go!

The Bath Area Family YMCA supports and participates in the 5210 program. The 5210 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 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 & low-fat milk: 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.

Child Development and Assessment

Developmental Screening

The Enrichment Program collaborates with Child Development Services (CDS). This organization supports individual screenings, evaluations, and provides the following services to children from birth through age five:

- ★ Assists staff with screenings.
- ★ Evaluations in the area(s) of concern.
- ★ Early intervention services for eligible children.
- ★ Service coordination to support the family and monitor the child's progress.
- ★ Transition planning for public school entry.

Families at any time may request a developmental screening by contacting CDS at (207) 563-1411, fax 563-6312. Classroom teachers can act as a resource in this process.

FAPE Transition

Families seeking special education evaluations or services for their 4-year-old child should be aware that these services are provided through the public school district in which the child legally resides. Eligibility determinations, evaluations, and the development and implementation of Individualized Education Programs (IEPs) or other special education supports are the responsibility of the resident school district under state and federal law.

While our program values collaboration and will support families by sharing observations, documentation, and participation in meetings when appropriate, we are unable to initiate, provide, or oversee special education services independently. Families are encouraged to contact their local school district directly to request information regarding screening, evaluation timelines, preschool special education services, speech and language services, occupational therapy, or other developmental supports. Additionally, when a placement is available to a student within their school district, this will be the only placement for services to be provided.

Assessment

Children will be evaluated throughout the year by classroom teachers, using the Maine Early Learning and Development Standards (MELDS) or the Infant and Toddler MELDS. Teaching staff will meet and discuss any developmental concerns with the director and families to ensure a referral is made through CDS to provide additional support, if needed. All students entering pre-K through the CHOICES public pre-K program will receive an additional DIAL 4 screening prior to enrollment, including vision and hearing screenings administered by the school nurse. Assessments of children in our program will take place through anecdotal notes and observations and will take place in both group and individualized

settings. Enrichment Teaching staff will be highly qualified and trained in utilizing the Maine Early Learning and Development Standards to assess each child in their development. Families will meet with teachers throughout the year to discuss these assessments, address any areas of concern and create educational goals.

Portfolios

Classroom staff document observations involving social, emotional, cognitive, and physical development. We also collect samples of artwork, pictures of structures built and anecdotal interactions with peers. This information is then used to determine the best approach in working with each child. In addition, two parent-teacher conferences will be held each year to discuss each child's progress. At these conferences, families will receive written reports and discuss the progress of their child. These will be held in November and May.

Transitions

The transitional process between childcare rooms depends on the following criteria, all of which can be reviewed by the childcare staff and family based on individual circumstances.

Availability, Age, Development, Toilet-training readiness

The family will be notified by their current lead teacher 2-3 weeks prior to the scheduled transition that their child has met the criteria to transition to the next classroom. Based on availability the scheduled transition from room to room will take place over a minimum of two weeks, allowing the child to grow accustomed to their new teachers and classmates. During the process, the parents and classroom teachers will meet and discuss the child's transition schedule, express ideas and thoughts to ensure a successful process.

Please note: our center recognizes transitional periods for children in June and September. Should space become available outside of these months, parents will be notified by the child's current teacher.

Behavior Guidance:

Typical Guidance Procedures

In our classroom, we use various techniques to guide each child in using appropriate behavior yet encouraging them to manage their 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 communicating their needs to peers directly, encouraging problem solving.

Teachers use *modeling* as an effective teaching tool in behavior management. Teachers model the appropriate use of language, positive effects, 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 them by counting to three and sometimes make the choice for them.

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 think about the consequences of their behavior and the effects of their behavior on another child or the group enables the child to return to play when they are more able to be productive. Teachers support the child as they refocus and rejoin the classroom by setting limits and encouraging the child to recognize and talk about feelings.

Social and Emotional Development

At our center, the safety, well-being, and emotional growth of every child are our top priorities. Our staff are trained in fostering social and emotional development and consistently model positive, respectful interactions. We aim to equip children with the skills to understand their feelings, interact constructively with peers, and resolve conflicts thoughtfully.

To support this, our programs follow a structured **Problem-Solving Approach**:

1. **Help Children Calm Down** – Staff guide children to manage strong emotions, using techniques such as deep breathing, quiet time, or other calming strategies.
2. **Identify the Problem** – Children are encouraged to articulate what happened and express their feelings in a safe, supportive environment.
3. **Generate Solutions** – Together with staff, children brainstorm multiple ways to address the situation.
4. **Review and Choose a Solution** – Children consider the consequences of each option and select a solution that is fair and respectful.
5. **Follow Up** – Staff check in to ensure the solution worked and reinforce positive social interactions.

Through consistent modeling and guided practice, children develop confidence, empathy, and problem-solving skills that serve them throughout life.

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

When Typical Child Guidance Procedures are not Sufficient to Ensure Safe and Successful Participation:

The Bath Area Family YMCA is committed to providing a safe, inclusive, and developmentally appropriate environment for all children. Our guidance procedures support positive behavior, social-emotional growth, and a safe classroom community. While these strategies are effective for most children, some may require additional support to ensure their safety and success, as well as that of their peers. In accordance with Maine Child Care Licensing Rules, we maintain required child records, including documentation of any known or identified special needs. Families are expected to provide complete and accurate information at enrollment and keep it updated, including any medical, developmental, educational, or behavioral details that may impact their child’s experience.

To help us provide appropriate support, families are strongly encouraged to share relevant evaluations, diagnoses, and recommendations from professionals such as physicians, therapists, or educators. When a child has identified needs, we will work collaboratively with families to develop an Individualized Behavior Support Plan, ideally before or at the time of enrollment.

If a child demonstrates ongoing behaviors that affect safety, disrupt learning, or signal a need for additional support, the YMCA will begin a structured intervention process. This process is designed to support the child's success while minimizing the need for suspension, expulsion, or other exclusionary practices whenever possible.

Intervention Process

1. Observation and Documentation

Staff will communicate concerns with the child's family. With agreement, staff will observe and document behaviors, including frequency, triggers, context, and impact on the child, peers, and classroom environment.

2. Administrative Review

Teaching staff will notify the Program Director when behaviors indicate that typical guidance strategies are no longer sufficient to support safe and successful participation.

3. Family Conference and Plan Development

A meeting will be held with the Program Director, teaching staff, and the child's family to review concerns and develop a Behavior Support Plan. The plan will:

- Clearly define behaviors of concern, including any that impact safety
- Identify proactive strategies and supports
- Establish consistent staff responses
- Outline expectations and next steps if progress is limited
- Set a timeline for follow-up and review

4. Referral for Outside Support Services

If the Behavior Support Plan does not lead to sufficient progress, families will be **required** to seek support from appropriate outside professionals (such as a pediatrician, mental health provider, early intervention program, or educational specialist). With parent/guardian consent, these professionals may be invited to observe the child in the program.

Recommended supports may include, but are not limited to:

- Early intervention or special education services
- Behavioral consultation or therapy
- Occupational, speech, or developmental therapies
- Additional in-class support or staffing recommendations

5. Program Determination and Placement Decision

If, after consistent implementation of reasonable supports and professional recommendations, a child continues to:

- Pose ongoing safety concerns
- Significantly disrupt the learning environment
- Require support beyond what the program can safely provide, including situations where a child needs individualized staff support that exceeds typical classroom ratios (e.g., 1:5, 1:6, 1:7).

OR If families are unable or unwilling to participate in the support process, the YMCA may determine that the program cannot meet the child's needs.

In any of the cases listed above, the Director will recommend alternative placement options, and the child may be disenrolled from the program.

Withdrawal

On rare occasions, the YMCA disenrolls 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 disenrolled:

- ★ If a pattern of behavior or condition exists and continues, thereby threatening the safety of children or staff.
- ★ If families decline to participate in the support process, the YMCA may determine that the program cannot meet the child's needs.

Should a child become disenrolled in our program, the Director will work with the family to access an alternative appropriate placement.

Biting Policy

Even though biting is a normal stage of development for many during childhood, it is required by the Maine Department of Health and Human Services Childcare Licensing and Regulatory Division that childcare centers maintain a safe and healthy environment for all children in care, and a chronic biting situation creates an unsafe environment. Biting occurs for many reasons whether it is teething, a lack of language, frustration, attention-getting, or being overly tired.

How we minimize biting at the Center:

1. Shadow the biter so that he is she is always near the providers or within arm's reach.
2. Provide lots of language such as "Biting hurts," and "We use our teeth for food."
3. Provide frozen teething rings for those who need something to chew on.
4. Provide supportive information to parents who are worried about their child biting and offer suggestions on how to stop the biting habit.

Our Center's policy on biting is as follows:

1. If your child bites 3 times (as long as the skin on the other person is not broken) on any one day, then your child will be sent home for the remainder of that day.
2. If at any time the skin is broken due to a bite, the child will be sent home immediately for the remainder of that day.
3. If the biting continues and it becomes necessary to send the child home on a daily basis or adds undue stress to other children or the environment, it may become necessary to terminate childcare arrangements. This is not something we would like to do and please know that this would be a last resort.

Safety:

Rights for Children in Childcare Facilities

The Bath Area Family YMCA is dedicated to protecting the rights of children enrolled in its programs. Maine's Department of Health and Human Services provides rules, summarized below, outlining the rights of children enrolled in each childcare 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 Childcare Facility.
- ★ Right to information regarding the Childcare 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.
- ★ 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.

Reporting Abuse

The Bath Area Family YMCA believes strongly that the safety of children in our care is our utmost responsibility. Please be aware The Bath Area Family YMCA and the state of Maine considers physical, sexual, or emotional abuse to be intolerable. All Enrichment Program staff are Mandated Reporters (as required by the Maine Department of Health & Human Services and Maine Childcare Licensing). Immediate action will be taken if an allegation of abuse is made. The following procedures will be followed in the event of an allegation:

- The alleged victims will be our primary concern ensuring safety, protection, and comfort.
- The staff person, as soon as they are 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 Office of Child and Family 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.
 - Parents will be notified if/when a report is made, unless fear of harm to the child is possible.

Security Cameras

The Brunswick Early Learning Center and Haggett Family Early Learning Center use security cameras in select areas (e.g., entrances, hallways, classrooms and playgrounds) to enhance the safety and security of children, staff, and visitors. Cameras are not placed in private areas such as bathrooms or staff rooms. Footage is securely stored for a limited time and may be reviewed only by authorized personnel for safety monitoring, incident review, or legal compliance. Access to recordings is restricted, and

footage involving children is not shared publicly. All staff and families are informed of camera use and are expected to comply with this policy.

Building Security and Access to the Program

The Brunswick Early Learning Center and the Bath Y's Haggett Family Early Learning Center are designated childcare facilities and are not open to the public. Both locations maintain controlled access to ensure the safety and security of enrolled children and staff. Enrichment Childcare staff are provided with key fob access to enter and exit the building as needed to perform their job responsibilities. Families are welcome into the program for drop-off, pick-up, and scheduled visits; however, exterior doors remain locked during regular program hours to maintain a secure environment. Program administrators at each location are responsible for maintaining building security, monitoring access points, and conducting routine safety and security checks throughout all areas of the facility. This includes ensuring that doors remain secured, visitors are properly screened and admitted, and that safety procedures are consistently followed at both sites.

Fire Drills and Evacuations

To ensure safety and best practice in accordance with licensing requirements, monthly fire drills are conducted at both program locations. These drills help children and staff become familiar with emergency procedures and provide regular opportunities to practice exiting the building safely as a group. Fire safety education is incorporated into the classroom experience to help children understand the importance of emergency preparedness in an age-appropriate way.

Evacuation routes are clearly posted in each classroom and reviewed regularly by staff. During drills and actual emergencies, children and staff evacuate the building in an orderly manner and gather at designated safe locations away from the facility for a full head count.

Non-mobile children are safely assisted by staff and may be carried or evacuated using approved evacuation equipment, such as evacuation cribs, as needed to ensure safe and efficient exit from the building. Staff are trained in evacuation procedures to ensure the safety and accountability of all children in care at all times.

Emergency Response Plan

In the event of an emergency, childcare staff have been trained to respond with the safety of the children in their care as the primary focus. Staff will follow the Bath Area Family YMCA Emergency Procedures Manual to ensure the safety of all children in various emergency scenarios. Should staff have the need to evacuate the building, childcare staff will follow our evacuation plan, which includes escorting children to the Tractor Supply Store next door to the facility. Families will be contacted promptly, and a written statement will be provided documenting the incident. For more information regarding our emergency procedures, families may request a copy of the emergency procedures manual at any time.

Incident Reporting

From time to time, an incident may occur involving your child. Incident reports will be filled out on the day in which the incident occurs. Incident reports will be filled out for the following reasons: accident, incident, injury, or behavior-based situation. All reports will include the date and time in which the incident occurred, name of the child, activity during the incident, description of the incident, if first aid was administered and by whom. Enrichment staff will convey the circumstances of the incident to the family and provide a copy at pick up. Child death and serious injuries will be reported to DHHS.

Child Supervision Policy

Enrichment staff members must actively supervise children in their care. Supervision is defined as the ongoing, intentional engagement of staff with children, including continuous awareness of each child's activity, location, and developmental needs. Staff must always know the location and status of every child in their care.

Supervision includes:

- Active visual and auditory awareness of children always
- Direct visual supervision as the primary method of supervision at all times. Auditory supervision may only be used briefly and when staff can immediately see and respond to the child
- Proximity that allows for immediate intervention when necessary
- Intentional interactions that support learning, safety, and positive behavior.

General Expectations

1. Constant Supervision: Children must never be left unattended. Staff must always maintain direct line-of sight supervision.
2. Name-to-Face Accountability: Staff must always know the exact number and identity of children in their care. Name-to-face counts must be conducted continuously and at regular intervals, as well as before, during, and after all transitions.
3. Appropriate Ratios: Staff must adhere to all required child-to-staff ratios and group sizes as outlined by state licensing regulations. Ratios must be always maintained, including during transitions and outdoor play.
4. Positioning: Staff must position themselves strategically in classrooms, playgrounds, hallways, and during transitions to ensure all children are visible. Blind spots must be actively monitored and minimized.
5. Environmental Safety: Staff must continuously scan the environment to anticipate hazards, monitor children's interactions, and respond immediately to unsafe situations.
6. Transitions: Extra vigilance is required during transitions (e.g., toileting, handwashing, moving between spaces). Attendance must be verified using name-to-face counts before, during, and after each transition.
7. Toileting and Bathroom Use: Staff must maintain supervision during toileting routines while respecting children's privacy. Children must never be left unattended in bathrooms or toileting areas.
8. Outdoor Play: Staff must spread out across outdoor areas to maintain clear sightlines and active supervision. Supervision must be engaged and interactive, not passive.
9. Meals and Rest Time: Children must be actively supervised during meals and rest periods. Staff must remain attentive, positioned to respond quickly, prevent choking hazards, and ensure a safe environment.
10. Field Trips and Off-Site Activities: Supervision expectations remain the same or higher during off-site activities. Staff must maintain continuous and frequent headcounts, follow enhanced ratio requirements, and use additional safety measures (e.g., buddy systems, assigned groups).
11. Use of Technology: Personal cell phones and electronic devices may not be used while supervising children, except in program-approved emergency situations.
12. Accountability: Supervising staff are responsible for the safety of all children in their care and must report any incident, injury, or supervision concern immediately to administration.

Supervision Lapses: A lapse in supervision is a serious violation of program policy and state licensing regulations. Lapses may include, but are not limited to:

- A child left alone in any space, indoors or outdoors

- Failure to maintain required ratios
- Inattention resulting in injury or unsafe behavior
- Failure to conduct required name-to-face counts.

Any lapse in supervision will be documented and reviewed by administration. Depending on severity, corrective action may include retraining, disciplinary action, or termination of employment.

Child Count Policy

Enrichment staff will count children throughout the day. Staff will conduct a child count anytime a threshold is crossed. For example, prior to leaving a classroom, and when arriving in a new location such as the playground, locker rooms or gymnasium. Counting children prior to leaving a classroom, playground, or other setting will be mandatory. Likewise, counting children once arriving in a new location will also take place. Staff are responsible for always knowing the number of children in their care throughout the day.

Custody and Safety Orders

If there are custody agreements or court orders that restrict a parent or guardian from picking up a child, the program must have a copy of the legal documentation on file. Without official documentation, the program must allow legal parents/guardians access to the child.

Impairment Policy

If a childcare staff member 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 help in arranging 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 and/or marijuana
- 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 or administrator will:

- Document the incident using objective observation skills and language and 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 share our concern that the child may be in danger).

Transportation Policy

The Bath Area Family YMCA childcare transportation safety policy ensures that all children are transported in a secure and supervised manner. It requires that vehicles be well-maintained, insured, and equipped with proper safety gear, while drivers must be licensed, background-checked, and trained in child safety and emergency procedures. Children must be secured in age-appropriate car seats or seat belts and never left unattended in vehicles. Staff are responsible for safe loading, unloading, and constant supervision of transport. Parental consent is required, and emergency protocols must be followed if incidents occur. The policy is reviewed regularly to ensure compliance with safety standards and regulations.

Parking

Parents are responsible for adhering to all policies related to parking. Any problems with parking should be directed to the Welcome Center. Parents may use the circle drive in front of the center to drop-off and pick up their children. Although a permit is not required to park in this area, the following rules apply:

- Parking in the circle drive is limited to 30 minutes. This area may NOT be used for all-day parking. Any car that is left in this area for an extended time may be ticketed or towed.
- Adhere to the “one way” direction of the circle drive. You may park along the side of the curb closest to the building only.
- Please avoid parking in front of the fire hydrant; this needs to be accessible to fire fighters in case of an emergency.
- Do not park on both sides of the drive or in such a way that you will block others from getting through.
- Do NOT leave your car running. This is an illegal and unsafe practice.
- Do NOT leave children of any age unattended in the car (this is considered child neglect, and our licensing representative has instructed us to call OCFS if this occurs).
- We expect parents to use the safe practice of placing children in a car seat in the back seat of your car and buckle them in before you leave. Remember, it’s the law and we want to make sure all children ride safely.

Communication

Family Connection

The Enrichment Program believes in developing home school relationships for providing developmentally appropriate care and education. We encourage parents to interact daily with their child’s Primary Caregivers for just a few minutes when your child is dropped off and/or picked up. The caregiver will use the pick-up interaction to report on your child’s activities during the day. **We would also like to be made aware of any home event, which may change your child’s feelings and/or behaviors (e.g., new baby, separation, divorce, death in the family, a new pet, or a special visitor).**

Communication can take place through a variety of methods including person-to-person, email, phone calls, and the Brightwheel app. Please let the teachers know if you are inclined to a particular preferred method. Staff are sensitive and responsive to family engagement. If at any time throughout the year you have concerns which cannot be addressed during drop-off or pick-up, you may request a meeting with your child’s teacher. Likewise, if the staff has concerns, they will request a meeting with you. If you should need assistance in communication in your family’s preferred language, please let us know so we

can include resources that will be most helpful to your family and to building our relationship with you and your child.

Confidentiality

Any information that you share with The Bath Area Family YMCA staff will be treated with privacy and respect. Information gathered on forms will be kept in locked files and are available to approved staff and state of Maine Office of Child and Family Services. We need your written permission 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.

Brightwheel

The Brightwheel application is a tool that we utilize in the Enrichment Program to stay connected with families throughout the school day. This app allows the teachers to provide you with:

- Daily updates.
- Photos delivered to your mobile device.
- Messaging features that allow you to stay in touch with your teachers and strengthen the home-to-school connections.

The Brightwheel app also includes tools that help families manage their child's routine:

- Digital check-in that allows for quick and easy drop-off and pick-up.
- The ability to add approved adults to pick up your child and see when your child is checked in or out.
- The ability to invite grandparents and friends – with control over what they can do and see on Brightwheel.

Upon enrollment, each family will be invited to join Brightwheel via email or text. Families will need to download the application on their mobile device and make note of their four-digit pin code for drop-off and pick-up. This code can be changed in your profile to a number that is more easily remembered. Families will be expected to have a mobile device available at both drop-off and pick-up to check their child in and out using the available QR code (if this is a barrier for any family, the staff is available to assist with check-in and check-out). Instructional videos are available if you should need them, or you can reach out to the Enrichment Program Director for further assistance.

Director's Report & E-mail

Expect a routine Director's Report with news of upcoming events and program information from the Enrichment Director(s). Please be sure to read these, as they often include date changes, requests, and other useful information. Email and Brightwheel are widely used to disperse forms and other pertinent information. It is the responsibility of the parents to make sure the Enrichment Program has a correct email address and that emails and Brightwheel messages are checked regularly.

Resolving Family Issues

A conference or brief meetings with the Enrichment Program Director or teaching staff may be requested at any time via phone, email, or written/verbal request (see below for contact information). For programming issues, lead teachers are an excellent resource. The 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. When you have concerns or questions, we encourage you to communicate them to us in a timely manner. Most questions about daily classroom life can be answered by classroom teachers. Should you feel that

your concerns or questions are not being addressed, a phone call or email message to the director will be the next step. The Director is available to meet in person as well, at a time that works for both parties. Only in this way may we hope and expect to be responsive to your needs. Should you feel that the Enrichment Director is not responsive to your issue, please reach out to Annie Colaluca, Executive Director of Early Learning and Family Services annie@bathymca.org for further assistance.

Family Participation

Families are welcome to visit, observe, and participate in our programs. Please discuss with the classroom teachers or administration about the best time to visit because the teacher's first responsibility is the children.

There will be times when we may request extra helpers to provide your child with the opportunity to experience field trips. If you would like to share something special with the classroom please contact one of the teachers or our director. All volunteers must have a background check completed and must have an application on file. We recognize the important role families play in our programs. We appreciate the support of family members in the classroom. We understand that family members have important information to share with us. We hope to build relationships with family members to create a partnership. We value everyone's constructive input. We believe that children learn through modeling and we, as teachers, work to interact respectfully with each other. Therefore, we ask families to follow similar guidelines when they interact with others in the classroom environment. Please use respectful language, avoid adult conversation in front of children, listen attentively, and talk or meet outside the classroom away from children.

English Language Learners

The Bath Area Family YMCA communicates in is English, as a primary language. If you communicate more comfortably in another language, please let us know, we will make every effort to make our materials and communications accessible to you in your home language.

Professional Relationships

Parents are expected to maintain professional relationships with center staff. Although individual friendships and bonds may develop, parents and staff need to be careful about the appropriateness of the relationship. When a deeper friendship develops between a parent and a staff member, the boundary lines of friend/parent/teacher can become blurred causing miscommunication, confusion, and possible breaches of confidentiality. Confidentiality can be significantly compromised through social networking sites, such as Facebook. Any communication related to the center needs to go through appropriate channels; Facebook, text messages, personal e-mail, etc., are NOT considered appropriate ways to communicate with our staff. Appropriate forms of communication with staff include – calling the center to talk with staff members; talking at pick-up and drop-off; messaging staff via the Brightwheel app; and e-mailing questions or information to their work account. The staff in the Enrichment Program are professional teachers, so it is expected that parents will not ask our teachers to babysit for them or transport their children.

Photography

We believe in the use of photographs in the classroom to promote a sense of self and encourage an understanding of multicultural differences. We also use the Brightwheel app to share photos with families on a regular basis. In addition, we believe the use of videotapes allows us to review the interactions happening in the classroom and encourage growth among teaching staff. Therefore, we allow people 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.

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 ☀ NAEYC and Maine's Affiliate MEAEYC ☀ 5210 ☀ Maine Roads to Quality ☀ United Way ☀ Family Focus ☀ Department of Health and Human Services ☀ Sweetser ☀ Child Development Services ☀ The Autism Society ☀ The Diabetes Center ☀ The Center for Grieving Children ☀ C.H.O.I.C.E.S. Program & RSU1 ☀ Families CAN! ☀ West Bath School District ☀ So. Maine Community College ☀ Merrymeeting Adult Education ☀ RSU1 and Wiscasset Adult Education
If professionals from these, or other organizations, will be observing specific children, parent permission will be required.

BATH AREA FAMILY YMCA

**ENRICHMENT EARLY LEARNING CENTER HANDBOOK
REVISED EFFECTIVE June 27, 2025**

ENRICHMENT FAMILY HANDBOOK ACKNOWLEDGEMENT FORM

I acknowledge that I have read and understand the provisions of the Enrichment Family Handbook, revised effective August 25, 2025. I understand that it describes the Bath Area Family YMCA's policies and procedures, and that it is a guide to assist families in following these policies and procedures. By accepting this Handbook and acknowledging its receipt, I agree to follow these policies and procedures.

I also understand the following:

The enrollment relationship between me and the Bath Area Family YMCA can be terminated at any time and for any reason not prohibited by law.

There is no verbal agreement regarding the terms, conditions, or length of my child's enrollment.

The policies set forth in this Handbook do not constitute a contract of enrollment.

The policies contained in this Handbook may be changed without notice at the sole discretion of the YMCA, which retains the right to interpret and apply the stated policies as it deems appropriate. In addition, the YMCA may have policies in force that are not included in the Enrichment Family Handbook.

I, the undersigned, acknowledge that I have received and have read this Enrichment Family Handbook. I have had the opportunity to meet with the Enrichment Director or the Executive Director of Child and Family Services to clarify any questions which I may have concerning one or more portions of this Handbook. I further agree that a copy of this Acknowledgment will be kept in my child's enrollment file.

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Date: _____

Please sign and date one copy of this acknowledgment form
and return it with your completed enrollment packet.