

**BROOKVILLE YMCA  
BEFORE AND AFTER SCHOOL and DAYCARE POLICIES**

**ADMISSION**

Brookville YMCA Child Care Services are open to all applicants regardless of race, sex, color, national origin, ancestry, religious creed, disability, age, or Limited English Proficiency (LEP). There is no discrimination in admission policy, meal service or the use of the facility. Any client who believes he/she have been discriminated against may file a complaint of discrimination with any of the following:

- Bureau of Civil Rights Compliance  
Department of Public Welfare  
Room 412 Health and Welfare Building  
Harrisburg, PA 17105
- Office of Civil Rights  
U.S. Department of Health and Human Services  
Region III, P.O. Box 13716  
Philadelphia, PA 19101
- Bureau of Civil Rights Compliance  
Department of Public Welfare  
Western Field Office  
702 State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15333

**OPENING HOURS**

The childcare center opens at 6 am, Monday through Friday

**CLOSING HOURS**

The childcare center closes at 5:30 pm. We do understand occasional delays happen due to emergencies, traffic or other unavoidable circumstances. If this is the case, please notify the center as soon as possible, so arrangements can be made for your child's safety.

**ARRIVAL & DEPARTURE TIMES**

When filling out enrollment forms, each parent sets a specific arrival and departure time. We staff the center according to the times set. As we maintain a teacher/child ratio set by the State, we need these times followed as closely as possible. If for any reason you are going to be more than 30 minutes late, please notify the center.

## **ARRIVAL AND PICK-UP**

Each child must be signed in on the sign-in sheet when they arrive and signed out when they leave. Only those people listed on your application form will be permitted to pick up your child. If someone not listed on your form comes in to pick up your child, the childcare staff will not allow your child to leave with this person. If you want someone not listed on your form to pick up your child, you must give a staff person written consent, which includes the name of the person, the date and your signature. During an emergency, phone calls will be accepted, you must tell child care staff the nature of emergency, name and visual description of person, and expected arrival time. Children must be accompanied by an adult when leaving the center. Persons picking up children from childcare should be prepared to show photo ID if they are unknown by the staff person. Because we require photo ID, no one under the age of sixteen is permitted to pick up a child from childcare. This is for your protection as well as others.

## **FORMS**

All forms must be filled out and returned to the Center for your child to participate in the program. Health forms have a leeway of 30 days from your child's starting date to be returned. Failure to return Health form will demand removal of your child from the program until an appropriate form is returned. All forms must be completed with the proper information and signatures to be in compliance with the State of Pennsylvania.

## **ILLNESS**

Children are not allowed to attend childcare if they have a communicable disease. We cannot keep children who are vomiting, have severe diarrhea or are running a temperature. Children having any of these symptoms 24 hours prior to their arrival should not be sent to the Center. This is to protect your child as well as others from as much illness as possible. We ask everyone to have alternative care when your child is sick. If your child becomes ill at the Center, parents will be called to come and remove your child. Emergency contact numbers will be called if parents cannot be reached.

## **EMERGENCY PROCEDURES**

If your child gets injured, the following action will be taken:

1. Attempts will be made to contact parents or guardian.
2. Attempts will be made to contact you through any of the persons listed on the emergency forms.
3. If your child requires medical care and the above can not be reached, a staff person will accompany your child to the emergency room and remain with them until your arrive.

All Child Care Staff are certified in Basic First Aide and CPR.

## **ADMINISTRATION OF MEDICATION**

Staff will administer prescription and/or nonprescription medications only if the following requirements apply:

1. Medication must be in its original container. It cannot be brought in different bottle or in baggies.

2. A staff person shall administer a prescription medication only if written instructions are provided from the individual who prescribed the medication. Instructions on a prescription label are acceptable.
3. The label of the medication shall identify the name of the medication and the name of the child for whom the medication is intended. Medications shall be administered to only the child whose name appears on the container.

Please give all medications to a staff person upon arriving at the Center. Do not leave medications in a child's lunch box, backpack or cubby. All medications are to be stored according to the instructions on the original label and in an area of the facility that is out of reach of children. Parents are to record the medication on the Medication Log upon arrival. A staff person will log information when it is administered.

## **ITEMS FROM HOME**

The Center will not be responsible for loss or damage of items brought from home. Absolutely no electronic devices will be permitted such as IPODs, IPADs, etc.

## **PHYSICAL ACTIVITY**

Physical activity helps children obtain and improve fine and gross motor skill development, coordination, balance and control, hand-eye coordination, strength, dexterity, and flexibility—all of which are necessary to reach developmental milestones. Preschool years, in particular, are crucial for obesity prevention since the development of fat tissue typically occurs from ages 3 to 7. With this in mind, the YMCA will provide opportunities for moderate-to-vigorous physical activity for at least 30-60 minutes per day in half-and full-day programs, respectively. Take active play outdoors whenever possible, for all ages.

## **SCREEN TIME**

We strive to keep children developing healthy habits, therefore, we will eliminate screen time (television, movies, cell phone, video games, computer, and other digital devices) for children under 2 years old. For children over 2, limit screen time to less than 30 minutes per day for children in half-day programs and to less than 1 hour per day for those in full-day programs.

## **SNACKS AND LUNCH**

An afternoon snack will be served each day during Summer Fun and in the event that school is cancelled. After tasting, no one is required to eat something they do not like. Parents are to send a packed lunch with their child each day. For lunches, the YMCA recommends the lunch provide foods that don't list sugar (e.g., sugar; invert sugar; brown sugar; words ending in -ose; and syrups like high fructose corn syrup, honey, etc.) as one of the first three ingredients or that contain no more than 8 grams of sugar per serving. Do not provide any fried foods. Fried foods include items like potato and corn chips, as well as foods that are pre-fried and reheated (e.g., pre-fried french fries that are then baked, chicken patties, chicken tenders, chicken nuggets, fish sticks, Tater Tots®, etc.). Provide fruits or vegetables (fresh, frozen, dried, or canned in their own juice) at every meal and snack. Water is accessible and available to children at all times, including at the table during snacks and meals. Provide only water and unflavored low-fat (1%) or nonfat milk (for children 2 or older), family style. Children serve themselves (family style) all food and beverages from common bowls

and pitchers with limited help. Staff sit with children during snacks and mealtimes. Lunches are to be placed in the facility's refrigerator.

## **DRESS**

Shoes should be rubber soled for the safety of your child while going for walks and/or playing in the gym. Swimming suits and towels should be clearly marked with the child's name. Please provide a change of clothing clearly marked to be left at the facility in case of an accident.

## **PAYMENTS**

All payments are to be made at the front desk located in the lobby of the building. (Childcare staff cannot accept payments.) Payments **MUST** be made every two weeks at the latest. List dates being paid in each check. **KEEP YOUR RECEIPTS** to be used for tax purposes.

## **LATE FEES**

The childcare facility closes at 5:30 p.m. but a staff person will remain at the facility until 5:45 to give parents who work until 5:30 time to pick up their child. If your child is not picked up by 5:45, a staff person will stay with your child until an authorized person arrives to pick them up and you will be charged the following late fee:

Between 5:45-6:00	\$5.00
Each additional 5 min. after 6:00	\$2.50

If your childcare payment is not received on a bi-weekly basis a \$10.00 late charge will be added to your childcare bill.

## **HOUSEKEEPING**

The childcare facility is cleaned and garbage removed nightly by a contracted cleaning service. Floors are mopped and carpets are swept nightly. Bathrooms and toilets are sanitized nightly. Dishes and/or utensils are washed and sanitized with a bleach rinse after each use. All cleaning supplies are stored out of the reach of children.

## **SECURITY**

All childcare staff must have criminal background checks from the State Police and FBI.  
All full time childcare staff must be certified in CPR and First Aide. A staff person certified in First Aide must be present in the facility at all times.  
Fire drills will be conducted at the facility at a minimum of one every two months.  
All electrical outlets will have child safe plug covers.

## **DISMISSAL**

- BEHAVIOR

If a child poses a clear threat to the safety and welfare of other children, creates an unsafe environment or whose behavior interferes with the activities of other children and/or disrupts the overall child care process, the following steps will be taken:

1<sup>st</sup> Offense. Child's parent or guardian will be contacted and a plan of action will be implemented.

2<sup>nd</sup> Offense. A written warning will be placed in the child's file and a copy given to child's parent or guardian.

3<sup>rd</sup> Offense. Child will be suspended for two scheduled days of childcare.

4<sup>th</sup> Offense. Child will be dismissed from program.

- **NONPAYMENT**

Payments are to be made at the front desk located in the lobby of the building at a minimum of every two weeks. Payments over two weeks will be subject to a late fee of \$10.

If childcare payments are past four weeks due, parent or guardian will receive a written warning stating payment **MUST** be paid in full within 7 days.

If payment is not received, child will be dismissed from program and legal action will be taken to secure payment of past bill.

Circumstances of all dismissals will be taken into account and appropriate actions will be taken at the discretion of the Executive director and Child Care Director.

Parents, caregivers, and child care providers share the responsibility for children during important developmental years. Parents and caregivers may not be aware of the latest recommendations for children's health and should be counseled on ways to support health goals for their children. The YMCA strives to engage parents and caregivers using informational materials and activities focused on healthy eating and physical activity a minimum of once every three months (a minimum of three to four times per year). Parents are encouraged to visit the facility at any time. If you wish a conference, please schedule one in advance; teachers may be unable to discuss specific problems at arrival and departure times.

We are flexible and can help in special and emergency situations. In order for us to be flexible and offer you a quality program, we need your cooperation. These policies are for your protection as well as our own. Please feel free to contact the facility at any time if you have questions, comments, suggestions or special needs.

Please refer to our Policies and Procedures Manual on our website for more details about our policies and procedures. Please sign and return the bottom portion of this page to be placed in your child's file.

Tina Householder

Child Care Director

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ACKNOWLEDGEMENT OF RECEIPT OF FACILITY POLICIES

I have read the Brookville YMCA child care facility policies. I further certify that I was given the opportunity to review it and ask questions regarding these policies. I agree to abide by these policies while my child is enrolled at the facility.

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_