

# Chase Lake Elementary Preschool Child Care

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# WELCOME

Welcome to the YMCA family. We are happy that you have chosen the Chase Lake Elementary Preschool to care for your children. Our programs are dedicated to providing a fun, safe, learning environment that nurtures the child, and also strengthens the family.

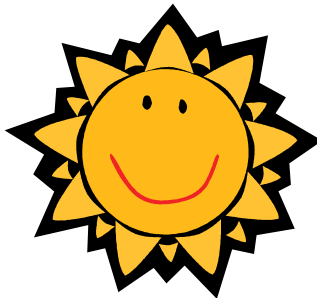
The YMCA is the largest provider of licensed child care in the state of Washington. Our child care programs are recognized for their high quality care and have achieved accreditation through the National Association for the Education of Young Children.

This handbook is provided to help answer any questions regarding policies and procedures for the operation of our child care center. Your child's safety and well being is our primary concern. If you should need further explanation or have any additional questions or concerns, our office and child care staff will be happy to assist you.

## **Mission Statement**

Building a community where all people, especially the young, are encouraged to develop to their fullest potential in spirit, mind, and body.

For more than 125 years, the YMCA of Greater Seattle has provided safe and caring environments, positive role models, creative activities and opportunities to serve the needs of others. These are the essential building blocks for strong kids, strong families and strong communities.



## **Everyone is Welcome**

The YMCA is a membership organization open to all people.

### **Purpose of Our Child Care Program:**

- To support and strengthen the family unit.
- To help children develop to their fullest potential.
- To deliver the program in a positive YMCA environment of safety, support, and care.
- To provide quality care for children regardless of socio-economic background.
- To promote large muscle development, intellectual and social development and good health habits.

### **Philosophy**

We believe that a good child care program should provide opportunities and experiences which stimulate your child's physical, social, intellectual, and emotional growth. We strive to meet the developmental needs of each age group and the individual needs and temperament of each child.

## **ENROLLMENT AND ADMISSION**

**Ages Served: 3 - 5 years old**

**Hours of Operation: 6:30am - 6:00pm**

Regularly scheduled part-time care is possible only on a space available basis.

*We encourage parents to visit the center prior to enrollment and talk with the Program Director. In addition, we recommend a tour and introduction to the program for your child.*

The following forms must be turned into the registration desk at least 48 hours prior to the start date:

1. Registration form
2. Complete record of your child's immunizations
3. YMCA membership application  
(if your child is not currently a YMCA member)
4. Payment plan selection form
5. Parent/guardian statement of understanding

## 6. Disaster plan

We accept children whose care is subsidized by Washington State Department of Social & Health Services. In addition, limited financial assistance is available through the YMCA. These funds are made possible through our annual Partners with Youth Campaign and United Way. Contact the Director for more information on subsidized programs or financial assistance.

### **Tuition and Payment Plan**

**All children who participate in YMCA child care programs must have a current membership.**

Payment: Attendance in YMCA child care programs is on a pre-paid basis with payments due to the YMCA office on the 16th of the month prior to rendering service. Payment can also be made via an electronic funds transfer or automatic credit card charge. Payments not received by the 21st of the month will incur a late charge of \$20.00. Enrollment will be discontinued if payment is not received prior to the first day of the service month.

**An increase in fees is planned to occur in January of each year.**

Tuition for our child care program pays for all the direct operating costs. Staff, snacks and materials must be available for your child whether or not he/she attends. **Therefore, days missed cannot be deducted from your fee. Full-time tuition includes two weeks of vacation programmed into the year.**

**Changes in Care:** Two weeks written notification is required to change your child's attendance schedule or withdraw your child from the program. Bank draft/reoccurring credit card changes or cancellations must be made in writing 14 days prior to the day the draft is charged. A processing fee of \$10.00 will be charged for all refunds.

**Insufficient Funds:** Checks, credit cards or bank drafts returned for insufficient funds or account closure will be assessed a \$25.00 processing fee.

# **WELCOMING PLAN FOR NEW PARTICIPANTS**

Please plan to bring your child to the site prior to their starting date. A tour of the facility including the location of the bathrooms and playground will be provided along with an introduction of the staff on duty. Children make an easier transition into a new program when they are familiar with the surroundings. A gradual introduction is possible for children who may need extra time to adjust.

## **Visiting the Chase Lake Elementary Preschool**

As the parent/guardian of a child in our program, you have free access at all times to all areas of the center used by your child. We invite you to become familiar with the staff and encourage you to visit and participate in the program as often as possible. Preschool parents/guardians are encouraged to join their child for an occasional lunch.

If during your visit you wish to discuss an individual matter, please schedule a meeting with the classroom teacher at a time when he/she is not involved with children.

## **What to Bring**

### **First Day, please bring:**

- Lunch (milk will be provided)
- A blanket and a sheet for nap time
- A change of clothing.

Children arriving early may bring breakfast foods. The YMCA will provide milk at breakfast and lunch times. Classroom teachers will inform families of any special events that require children to bring other items.

## **Birthdays**

Birthdays are a special time and we celebrate them in our YMCA program. We encourage you to send a special treat on your child's birthday. All foods served to the children must be store bought rather than homemade to meet licensing standards. If you are having a private party, please do not bring invitations to school unless all students are invited.

## **Signing In and Signing Out Requirements**

Washington State Law requires that parents/guardians must sign the attendance sheet when dropping off and picking up children. **You will need to sign the time in/out and use your full signature.** For school age children, our staff will sign-out children when they leave for school and sign-in children when they return.

**The parent/guardian who enrolled the child is our primary contact.** Both parents/guardians are allowed to visit and pick up their child except when access is restricted through a current legal restraining order. Children can only be released to adults that have been authorized on the registration form unless we are given written permission to release your child to another adult. Photo ID is required to verify identification.

For the safety of your child, we will be willing to assist in making other arrangements for anyone who appears to be under the influence of drugs and/or alcohol. We will contact 911 if there is reason to believe that the child is in danger.

## **Hand Washing**

All staff and children are required to wash their hands prior to entering their classroom.



# **PRESCHOOL-FULL DAY PROGRAM**

## **Typical Daily Schedule**

6:30-9:00	Arrival, Child-initiated Activity time
8:15-9:00	Morning Snack served (children are invited to join the teacher in groups of six at a time)
9:15-9:30	Clean up time
9:30-9:50	circle time
9:50-10:00	Bathroom and wash hands
10:00-10:30	Recess
10:30-10:45	Bathroom and wash hands
10:45-11:20	Centers with different activities open, small group time
11:20-11:30	Clean Up
11:30-11:55	Playground
11:55-12:10	Bathroom and wash hands
12:10-12:45	Lunch
1:00-2:30	Nap Time
2:45-3:15	Bathroom/table activities and snack
3:15-4:00	Playground
4:00-5:30	Circle time/project and activity time
5:30-6:00	Afternoon snack and activities out in the pod

The program strives to meet the developmental needs of particular age groups and more importantly, the individual needs of each child. The scheduling, pacing and rhythm of each activity are consistent with recognized principles of early childhood education. These principles recognize that each child develops at his/her own unique rate within general needs of his/her age group. The YMCA incorporates the six Core Values of Respect, Responsibility, Honesty, Caring, Faith and Fun into or daily curriculum. Our Center implements the Creative Curriculum for Preschoolers program. Theme based activities provide children with experience in cognitive, physical, social and emotional growth. Each child will also be encouraged to share his/her thoughts and feelings as an aid in emotional, social, and language development.

The program will provide each child with experiences that encourage:

- Self-esteem and positive self image.
- Social interaction.
- Self expression and communication skills.
- Creative expression.
- Large and small muscle development.
- Intellectual growth.

In scheduling the program, activities will be planned to include:

- Active and quiet times.
- Individual and group activities.
- Indoor and outdoor activities.
- Protection from excess fatigue and over stimulation.
- Free selection of individual activities.
- Reasonable regularity of routines such as eating/napping.
- Individual attention given to each during the day.

## **Nap Time**

The YMCA will provide a mat for each child for naps in the afternoon. Please send a small blanket and a sheet. A small pillow (9 x 12 in. or smaller) is optional. We are extremely limited on storage space and cannot accommodate sleeping bags, large quilts, bed pillows, etc. We will then have each child take their blanket and sheet home every Friday to be washed and returned on Monday.

A tranquil, calm napping environment is provided with music or story tapes. A small stuffed animal is optional for naps. We ask that you take all bedding home and launder it over the weekend and other times as needed. We request that everything sent or worn to the center be clearly marked with your child's first and last name so, if misplaced, it can once again find its rightful owner.

## **Meals and Snacks**

All children in full-day care will be offered a morning and afternoon snack daily. Each snack served at our center includes two of the following components: Dairy product (milk, butter, yogurt); Protein

(cheese, meat, beans); Bread product (bagel, crackers); Fruit, vegetable, or juice.

Snack menus are prepared at least once month in advance and will be posted for your review in each classroom. A written list of foods that your child cannot consume has been provided to us on the registration form. Dietary restrictions and nutritional requirements for particular children are posted for the staff. It is not possible for us to provide nutrient concentrates or supplements except with written permission from your child's health care provider. If you have any concerns regarding food preparation or menus, please feel free to discuss this issue with the Director.

**Parents/Guardians will provide lunches.** To meet Washington State Licensing Requirements, lunches provided by parents/guardians need to include each day: a protein food, and two servings of fruit or vegetables. The YMCA will provide milk. We can provide you with guidelines developed by the State Department of Health to assist you with planning and portion sizes. If, for some reason, your child's lunch does not meet the state guidelines, we will send a notice and an informational guide with suggestions for a nutritional lunch.

**It is not possible for us to provide refrigeration for lunches, so please include an ice pack for foods which may spoil.**

**Please do not send candy, soft drinks, gum, or medicine with your child to the center.**



### **PEANUT FREE ENVIRONMENT**

**Peanut products are not allowed in the Preschool Childcare House due to severe allergic reactions.**

### **Lost and Found**

Please mark everything sent or worn to the center with your child's first and last name. A Lost and Found box is located next to the front door. Unclaimed items are donated to Goodwill at the end of each month.

## **What Not to Bring**

**Please do not send gum, candy, toys, electronic games, weapons, or other personal belongings with your child.** Too often these items of emotional value are lost or broken and not easily replaced. Sharing day or special projects will be posted by the teacher. The YMCA is not responsible for any lost, stolen or broken items.

# YMCA STAFFING

## Ratios:

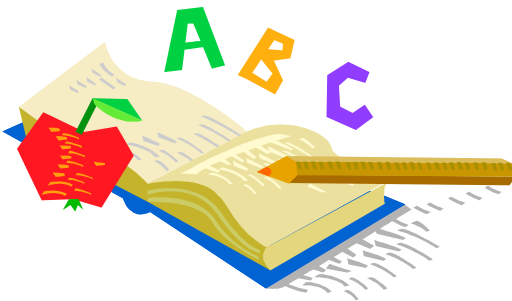
**Preschoolers, three years old: 1:10 with 10 maximum**

**Preschoolers, fours and fives: 1:10 with 30 maximum**

These ratios are maintained to assure individual attention and proper supervision. At no time do we exceed the State Licensing standards. Each center has a Director or Program Supervisor who has a degree in education or a related field and experience working with children. He/she is responsible for the overall site operation including staff supervision and program development. Our Associate Executive oversees the operation of all child care programs.

all of our staff have had previous experience working with children and attend regularly scheduled training events. The YMCA is committed to providing the initial 20 and on-going 10 hour state mandated STARS trainings to all employees. All staff have a current TB test, maintain current certifications in CPR and First Aid and are trained in HIV/Aids and Child Abuse Prevention. In addition, staff and volunteers are thoroughly screened (including criminal history checks) prior to employment. Performance appraisals are conducted on a regular basis to ensure continued high performance.

To protect our staff and volunteers, we request that you do not ask a YMCA employee or volunteer to baby-sit for your child(ren). Our staff are not allowed to attend any functions with your child(ren) outside of YMCA programs, including sleepovers, birthday parties, etc.



# HOLIDAYS/EMERGENCY CLOSURES

The center is closed on the following national holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Fourth of July
- August 27<sup>th</sup> and 28<sup>th</sup>
- Labor Day
- Thanksgiving (including the following Friday)
- Christmas Eve
- Christmas Day (including the Friday after)

When the national holiday falls on the weekend, we will follow the National observation of that day.



**When Edmonds school district operations are closed due to inclement weather, the Chase Lake Elementary Preschool will also be closed.** We will attempt to be open the following day depending on the circumstances. When school starting times are delayed, staff

will endeavor to open the center at the usual time. If schools close mid-day, you may be asked to pick up your children early, depending upon the severity of weather.

**Please call the center at 425-431-2316 for daily schedule and closure updates. -**

# BEHAVIOR EXPECTATIONS

We want to make sure all children at the YMCA have a positive atmosphere that is safe and inclusive. We are asking for your support in communicating and maintaining a fun, safe place where children can achieve their potential. Please talk with your children about the importance of not exhibiting the behaviors described below. Ideally, we want to work with families to prevent these behaviors from occurring. You can help us keep your child safe by understanding, and helping your child understand, the following: The following behaviors will NOT be permitted in our youth programs:

- Abusive, harassing and/or obscene language or gestures-
- Threats of harm, physical aggression, violent acts, or bullying
- Weapons of any kind
- Damaging or defacing YMCA property
- Offensive conduct
- Purposely leaving the area of supervision without permission
- Improper exposure

Engaging in these behaviors will result in immediate disciplinary action, which may include a one to three day suspension. A parent conference will be scheduled to develop a behavior contract in order for you child to remain in the program. It may become necessary for the benefit of the child, as well as for the safety of the other children, to indefinitely suspend a child from our program. We are aware that children sometimes copy the behaviors of other children. We believe that in order for a child to understand the seriousness of their actions, any child engaging in this type of behavior will be disciplined.

## BEHAVIOR MANAGEMENT AND DISCIPLINE

In our center, we strive to meet the needs of all children by setting guidelines and boundaries appropriate to each stage of development. It is our desire to help your child develop self-control as well as respect for the rights of others. If problems arise, we generally use the following guidelines:

1. Child will be encouraged to use words to try and solve the situation.
2. Child will be redirected to a new activity.
3. Child will be removed from the situation until he/she decides to rejoin the group.
4. Child will be removed from the situation until the leader decides the child is ready to rejoin the group.
5. Parent is encouraged to observe and share ideas.
6. Physical restraint will be used when a child's behavior endangers themselves or others. When physical restraint is required, the parent will be notified to pick up their child within an hour. The child will not attend school the following day.
7. Parent/staff conference will be held with possible recommendation for outside intervention.
8. Removal from the program.

We do not use or endorse any form of corporal punishment by anyone, including parents, which includes biting, jerking, shaking, spanking, slapping, hitting, kicking, or any other means of inflicting physical pain. We encourage you to share information with us that may affect your child's behavior in the center. We are committed to working with you in the best interest of your child and the rest of the children in the center.

### **YMCA Code of Conduct**

The YMCA is committed to providing a positive atmosphere that is safe and inclusive to all in our community. In order to ensure this, the YMCA of Greater Seattle has adopted a **Code of Conduct** to govern the actions and behavior of all people while in our facilities and while participating in YMCA programs.

Individuals are expected to:

- Uphold the YMCA core values of respect, responsibility, honesty, caring, faith and fun.

- Provide an atmosphere free of derogatory or unwelcome comments, conduct or actions of a sexual nature, or actions based on an individual's sex, race, ethnicity, age, religion, disability, sexual orientation or any other legally protected statuses.
- Be respectful and cooperative with YMCA staff and others.

## **Values Reports**

Our goal is to support families in teaching their children the values of honesty, respect, caring, responsibility, faith and fun. When children demonstrate behaviors such as being disrespectful to other children or staff, dishonesty or failing to carry out responsibilities our staff will develop a plan with parents to change the behavior. Families will receive written VALUES REPORTS for demonstration of positive behaviors and to communicate when a child's behavior does not support these values. The Values Reports will be sent home and a copy will be put in your child's records. *If a child consistently receives values reports for inappropriate behavior the classroom teacher, director, and parents will have a formal conference to develop a plan of action.*

Individuals who experience or observe inappropriate conduct are encouraged to promptly report their concern to YMCA staff. Every effort will be made to ensure that reports are investigated and resolved promptly and effectively.

If you have concerns about the behavior of another child in our program, you need to discuss the matter with the classroom teacher or Program Director. It is inappropriate for you to confront the child or his/her parent or guardian.

We do not use or endorse any form of corporal punishment by anyone, including parents/guardians, which includes biting, jerking, shaking, spanking, slapping, hitting, kicking or any other means of inflicting physical pain. We are committed to working with you in the best interest of your child and the rest of the children in the center.

In order to best serve the needs of your child, it is necessary that you inform the YMCA of existing health and/or behavioral problems. You will need to sign a release of information form so that information may be shared with school personnel and/or other medical professionals. Any information of a confidential nature will be shared only with those who need to know.

## **Child Abuse Reporting Law Requirements**

As with other child oriented agencies, YMCA staff are mandated by Washington State Law to report immediately to the police or Child Protective Services, any instance when there is reason to suspect the occurrence of physical, sexual, or emotional abuse, child neglect or exploitation. We may not notify parents if this occurs except upon the recommendation of Child Protective Services or the police. Our staff have received training in the recognition and reporting of child abuse.

### **Statement for Prevention of Abuse**

A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of youth and children. The mistreatment or neglect of children and the resulting severe effects is of primary concern to the YMCA. *Child abuse is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Abuse may be physical, verbal, emotional, or sexual and can lead to severe emotional, physical and behavioral problems.* Because of its concern for the welfare of children and youth, the YMCA has developed policies, standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, employees and volunteers are screened and background checks are conducted. Additionally, employees and volunteers who have contact with children and youth receive training in recognizing, reporting and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse.

**Some of the guidelines employees and volunteers are expected to follow are:**

- Avoid being alone with a single child where you cannot be observed by other staff or adults.
- You may not relate to children who participate in YMCA programs outside of approved YMCA activities. For example, baby-sitting, weekend trips, foster care, etc. are not permitted. An exception must be approved in advance by the Director of Risk Management and the branch executive or SVP/COO.
- Giving personal gifts to program participant(s) or their parents is not allowed.
- Program rules and boundaries must be followed, including appropriate touch guidelines.
- Children or youth should not be singled out for favored attention.
- Dating a program participant under age 18 is not allowed. Some YMCA programs may have additional restrictions.
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
- Verbally, physically, sexually, or emotionally abusing or punishing children or youth is not allowed.
- Children may be informed in a manner that is age appropriate to the group of their right to set their own "touching" limits for personal safety.
- Children should only be released to authorized persons in programs with controlled pick-up procedures.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that *any* child abuse exists, it should be reported to your supervisor or branch executive so that proper reporting can be initiated. Inability to consult with a supervisor or branch executive should not delay a call to authorities. Mandated reporters are required by law to report known or suspected instances of abuse and not doing so is a gross misdemeanor.
- At the first reasonable cause to believe that *an employee or volunteer* has either crossed the boundaries of appropriate interactions, or has abused a child or youth, even if it was not during working hours, his or her conduct should be reported to the program director and the branch executive or another designated branch representative. Appropriate

actions will be taken regarding the employee or volunteer, including suspension or termination from YMCA employment or volunteer status, and following the YMCA's protocol to make a report to the appropriate authorities.

- Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor and/or branch executive and designated member(s) of the Association office staff.
- Employees are required to fully cooperate with an investigation by the YMCA, any law enforcement agency, or any other authorized outside agency, and failure to do so is considered misconduct and will result in termination.

**I understand the YMCA's Statement for Prevention of Child Abuse and agree to abide by the guidelines for ethical behavior. Furthermore, if I work in a child care or day camp or resident camp program, or I am a professional social services counselor or a licensed or registered nurse, or a physician, or I am a teacher, I am aware that I am required by law to report known or suspected instances where a child (or vulnerable adult or developmentally disabled person) has been abused or neglected, and not doing so is considered a gross misdemeanor.**

## **Personal Safety Discussion**

The primary concern of the YMCA is the welfare of each child in our care. Our staff members are trained in facilitating conversations with the children to help them understand how they can set their own personal safety and touching limits and become aware of the feelings of others. If you would like to know more about these discussions, please ask the Director.

## **Monitoring Cards**

Continually, we look for ways to monitor our programs to preserve and ensure the high standards and quality of care we provide. We would appreciate your help assistance in the implementation of a system that we have put in place to help us in monitoring the interaction and care offered to your family through our programs.

Your input and insight will provide the teachers and supervisors with valuable information that will help us serve you better. We would like you to do a “quick check” on a program your child attends whenever you have a few moments to watch the interactions of our staff. Monitoring cards are available for you to give us your insight on how things are going in our classrooms. These can be done anonymously or not, whatever you’d like, although it would be nice to be able to follow up with you in the future. When the card is completed please drop it into the monitoring card box located on the parent table. We appreciate your input.

These cards will be reviewed and the information shared with staff. If there are any concerns voiced on a card they will be attended to immediately by the program director. Internally we have supervisory staff observing our programs as well. Our intention is to monitor all programs from different perspectives, in a positive manner, ever-increasing our ability to provide a safe, nurturing environment for all.

As the parent/guardian of a child in our program, you have free access at all times to all areas of the center used by your child. We invite you to become familiar with the staff and encourage you to visit and participate in the program as often as possible. Preschool parents/guardians are encouraged to join their child for an occasional lunch.

If during your visit you wish to discuss an individual matter, please schedule a meeting with the classroom teacher at a time when he/she is not involved with children.

## **COMMUNICATION**

We know that through effective communication, trust and respect we can build stronger bonds between our staff and the families we serve. Thank you in advance for your support in our YMCA programs. If you have any questions or concerns regarding, please see a Director.

We believe that a good child care program requires open and

ongoing communication between parents/guardians and staff. We encourage you to become involved in your child's development and our child care programs. A monthly newsletter will be provided to you to keep you informed of special events and program updates. We also send out email updates, mail a member newsletter quarterly and provide quick updates on the sign in/out sheets. Each classroom teacher will also provide lesson plans. A Parent Information Board located near the sign-in/out register will also have policies posted for your review, as well as other information.

### **Late Arrival Procedure**

The YMCA honors the primary role of your family in developing values and character by reinforcing the lessons that families teach their children every day. We integrate values-related stories, games, discussions and activities into all programs and train our staff and volunteer members to actively model and reinforce the six core values of the YMCA: respect, responsibility, honesty, caring, faith and fun.

We ask families to model these values in their interactions and behavior towards staff and participants. This includes having your child arrive and depart the program on time. Our programs close at 6:00pm. If an unforeseen emergency arises and you will not arrive on time, please contact us to assure both the staff and your child that you are on the way. If it is after closing time, staff will first notify the authorized adult(s) to ensure that someone is on the way. If this contact cannot be reached, the emergency contact(s) will be called. Repeated late arrivals may result in suspension from the program.

**In the case that a family member or emergency contact does not arrive to pick up a child, state law requires us to contact Child Protective Services or the local police department.**

## **PRACTICES CONCERNING AN ILL CHILD**

The YMCA cannot knowingly accept children for care when they are ill.

**Any time a child misses school due to illness or suspension they are not permitted to participate in YMCA programs.** Center

staff will observe each child upon arrival and if your child is experiencing any of the following symptoms, we will call you and ask that other arrangements be made for his/her care. Staff caring for children will use the same guidelines. We will try to separate your child from the other children until you arrive. In the case of a staff member, they will be sent home and a substitute arranged.

***Your child needs to stay home 24 hours after the occurrence of any of the following symptoms:***

- Fever over 100 F and one of the following: diarrhea, sore throat, earache, rash and signs of irritability or confusion.
- Vomiting on 2 or more occasions within the past 24 hours
- Diarrhea - 3 or more watery stools in a 24 hour period
- Draining rash
- Eye discharge or pink eye
- Too tired or too sick to participate in daily activities
- Lice or nits: all nits must be removed from the hair prior to returning to school.
- Communicable diseases

A record of illnesses is maintained in a log as required by licensing and we will report communicable diseases as necessary to the local Health Department. We will also notify other parents/guardians in the center so that they can take appropriate action to protect their children.

In order to help prevent the spread of infectious diseases, the staff will take the following precautions:

1. All blood and body fluids are treated as potentially infectious.
2. Staff will wash their hands with soap and water:
  - coming in from outdoors
  - before and after eating
  - after cleaning up spills of body fluids
  - after assisting a child in the bathroom
  - after going to the toilet
  - after providing first aid to anyone
  - after wiping a nose or mouth
  - after using disposable gloves.
3. Staff use disposable gloves when there is a potential of contact with blood or other body fluids.

4. Staff wipe their hands with an antiseptic wipe or cleanser in an emergency, then hands are washed as soon as possible.
5. Staff cleanse all surfaces with a 10% bleach solution or an EPA registered germicide on a regular basis.
6. Each classroom is equipped with first aid and bio-hazard kits.

## **Medication Management**

If it is necessary for your child to take medications while he/she is in our care, please give it directly to a staff member when you sign-in your child, rather than giving it to your child. **Written parental/physician consent is required for us to administer any medication.** Medications are stored in a locked box out of the reach of children and records of the administration are maintained in a medication log. The classroom teacher will be responsible for administering medication as per instructions.

All medication must be in its original container with dosage properly labeled with your child's full name, date prescription was filled/or medication's expiration date, and legible instructions for administration such or prescription label. To give liquid medication, you must also provide a measuring device designed specifically for oral or liquid medications. Any unused medication will be returned to you or properly disposed.

A physician's written authorization with prescribed dosage is required for non-prescription medication. We cannot give aspirin to children except with a written authorization from a physician.

For life threatening and/or chronic conditions (i.e. asthma, allergies, diabetes, ADD) you will be required to fill out a medical plan. This plan will contain information about signs of an emergency and steps to take if a child needs daily and/or emergency medication.

## **Medical Emergencies**

The registration form you completed to enroll your child in our program included a medical release giving us permission to seek medical attention for your child in case of an emergency. **Please update this form in writing as necessary with any changes in**

## **home, work, or medical phone numbers.**

In the case of life threatening emergencies, a member of our staff will immediately call 911, administer first aid and CPR, and notify you as quickly as possible. If you cannot be reached, your designated emergency contact will be notified. If transportation to the hospital is needed, a staff member will accompany your child and will stay with him/her until you arrive.

For minor emergencies and injuries, all of our staff are trained in first aid and will administer as needed. A staff member will then contact you to come and care for your child if additional care is needed. For minor injuries that do not require us to notify you immediately, an accident report will be given to you when you pick up your child explaining what happened and how the situation was treated.

Accident reports are completed for our records and recorded in our medical log. We are required to notify the Department of Social & Health Services, by phone and in writing, of any serious injuries that require medical treatment, illnesses that require hospitalization, occurrence of food poisoning or communicable disease.

**The hospital used for emergencies is:**

**Urgent Care: Stevens Hospital**

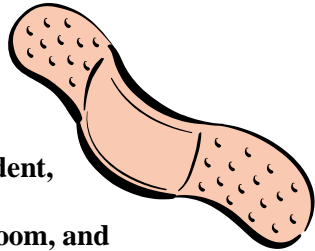
**Emergency Care: Stevens Hospital**

*If you have another preference, we will try to accommodate you when possible.*

## **Emergency**

### **Classroom Procedure:**

**Immediately following an emergency incident, classroom teachers will be responsible for assessing their area, evacuating the classroom, and providing reassurance to children.**



Each classroom has Emergency kits stored in an outside cabinet for each child. These kits will be taken along with the children to the designated gathering point. This point will vary depending on the type of emergency such as an earthquake, fire or wind storm. If the building is safe, then a search will be conducted to determine the safest location.

Food, water and emergency supplies that are stored in the Childcare House will be used in case of an emergency. We will do our very best to provide care and comfort for your child until you are able to get here and pick him/her up.

**It is extremely important that your child's registration form contain current information. Please be sure that your child's information is current at all times. This includes phone numbers, addresses and emergency contact people. To make changes you will need to give the new information in writing to the registration desk.**

## **Nondiscrimination**

All people are welcome at the YMCA regardless of race, religion, sex, age, national origin, marital status, sexual orientation, political ideology, or ability. Children and parents/guardians who have limited English language ability can be assisted with translation of written information or interpreter. Contact the Director of the Program to make arrangements.

## **Diversity**

We RESPECT the varied backgrounds and cultures of our diverse staff, volunteers, and membership. We take RESPONSIBILITY for creating an atmosphere that encourages diversity, acceptance and sharing. We CARE enough to work today at bringing our community together for a more peaceful and fulfilling future. We celebrate the varied approaches to having FUN that diversity brings us. We have FAITH that diversity enriches us immeasurably. We

share our feelings—the fears and the joys—about diversity HONESTLY as we work toward a better understanding of everyone in our community.

## **Culturally Relevant/Anti-Bias Statement**

The YMCA of Greater Seattle’s Family and Child Programs are committed to providing developmentally and culturally appropriate services that: respect, support and reflect children and families in our programs; cultivate understanding and caring among children, families and staff; and incorporate an anti-bias approach to curriculum. The YMCA recruits diverse staff and is committed to providing career development opportunities that include training on culturally relevant, anti-bias practices and building stronger relationships among children, families and YMCA staff.

We are committed to a gender-balanced, non-stereotypical curriculum where all children will be allowed and encouraged to participate in all activities, free from conflict and congruent with the YMCA values. The YMCA staff respect all cultures and belief systems and encourage children to talk about their thoughts in an open and honest way that promotes interactions. Our program encourages families, extended families and the community to share interests, hobbies and cultural information and activities.

## **ADA Compliance and Special Accommodations for Youth Programs**

The YMCA of Greater Seattle seeks to serve all people. It is our intention to include people of all abilities in our programs in the most integrated setting and wherever it is reasonable possible to do so. This includes individuals with a physical or mental impairment that substantially limits a major life activity, individuals with a record of such impairment, or individuals who are regarded as having such an impairment. We hope that many of the changes we make to accommodate disabled individuals also will provide us with facilities and services that will better serve all people, not just those with disabilities.

Despite our best efforts, it may not be possible in certain circumstances for the YMCA to accommodate the disability or special needs of a particular child. This occurs in two circumstances:

- The individual’s disability or special needs present a significant risk to the health or safety of others and such risk cannot be eliminated or reduced to an acceptable level; and
- The required accommodation would require a fundamental change to the YMCA’s youth programs or otherwise would present an undue burden for the YMCA.

For some children, special accommodation needs may appear later, or may change over time. The YMCA will make ongoing assessments of your child’s needs, and will require the parent or legal guardian’s involvement in this process. Failure to share information about your child that identifies special care, accommodations or supervision needs may jeopardize the placement of or continued participation by your child in the program. All children are expected to abide by the Code of Conduct or stated behavior expectations.

### **Special Accommodations**

If you cannot afford the full cost of a YMCA program or membership, please ask for a confidential scholarship application. Financial assistance, to the extent possible, is available to those in need. If you have a disability and need further assistance or information please contact us at 425-431-2316 or our TTY line at 206-382-5346 and identify which YMCA branch you wish to contact.

### **YMCA Core Values**

In our efforts to promote an awareness and understanding of the world around us, we invite our families to share information about their customs and celebrations. Religious education is not a part of our program, however the YMCA of Greater Seattle is committed to a value-based character development curriculum. The teaching of the following core values will be incorporated into all youth activities: **Honesty, Respect, Responsibility, Caring, Faith (Trust), and Fun.** If you have questions about the program or curriculum, please talk to the Director.

### **YMCA Developmental Assets**

What do young people need to succeed? Research by Minneapolis-based Search Institute has found 40 key factors called “developmental assets” that have a great influence on young people’s lives. The more of these assets that a young person has, the

more likely they are to act in positive ways and bounce back from difficult situations and the less likely they will experiment with risky and dangerous behaviors. The assets provide a framework that encourages all adults to make a difference in the lives of children in their families, neighborhoods, and the wider community. Asset building serves as a call to action and cooperation—a catalyst for uniting people to work together in supporting all children.

In 1996 the YMCA began infusing the asset framework and principles into our preschool and school age enrichment sites. We have seen that asset building is much more than a way to simply improve our programs. It is a way of transforming the culture of the YMCA and ensuring that relationships are forming and deepening so that not only children and young people benefit, but so do the YMCA's adult volunteers, employees, members and families we serve.

### **Neighborhood Walks**

There will be a permission form near the sign-in and out sheets for parents to sign in their name so that their child can go on a neighborhood walk. The classroom teacher will put a note on the sign-in clip board indicating where they have gone, the time that they left and when they will return. The usual walk consists of going south on the walkway that runs along the creek behind the childcare house. There is also a nature walk across 195<sup>th</sup> Street where the lighted crosswalk is. Salmon spawn in this creek.

### **Volunteer Opportunities**

Volunteers play a large part in the day to day operations of the Northshore YMCA and we are always looking for people who are willing to donate their time. Our Parent Advisory Boards meet on a quarterly basis to review and evaluate program activities, make recommendations for program format and provide a forum for parents/guardians to help resolve site concerns. All interested parents/guardians are welcome.

Several other committees, responsible for matters dealing with finances, program development, public relations and facility maintenance, are also comprised of volunteers. Our annual Partners with Youth Scholarship Campaign in February is very dependent upon volunteer assistance.

We often need youth sport coaches or special project coordinators.

If you would like to help or share a particular talent with the children, please let the Director/classroom teacher know of your interest.

### **Child Care Volunteer Opportunities**

Volunteers are always needed in our child care programs:

Reading to children \* Homework helper \* Parent Advisory Committee (PAC) \* Event planning \* Classroom aide \* Cultural presentations \* Special activity leader \* Musical sharing \* Craft projects \* Cooking experience \* Garden projects \* Making dress-up clothes \*

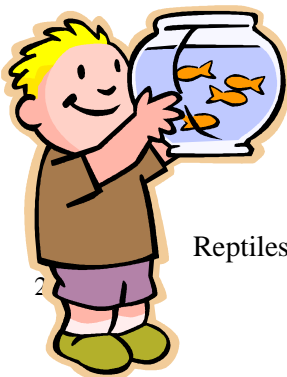
Please contact a staff member if you are interested in volunteering.

### **Other YMCA Programs**

The YMCA offers a full range of programs for your family. Some of the activities are listed below. Please check with the YMCA office for a current program brochure.

Youth Sports  
Health & Wellness  
Summer Day Camp  
Y-Adventure Guides/Princesses  
Senior Programs  
Preschool (Half Day)  
Kids' Night Out  
Teen Programs  
Family Nights  
Single Parent Support Group

## **PET POLICY**



Our rooms may have a classroom pet. This gives children responsibility for feeding and caring for animals. A designated staff in each classroom will be responsible for the pet's environment and supervision of the learning opportunities.

Reptiles and amphibians will be in a self-contained

area except during educational activities. Children five years of age or less will not physically handle reptiles and amphibians.

List of Possible Pets:

Rabbits  
Hamsters  
Domesticated rodents  
Guinea Pigs  
Fish  
Insects

Contact your child’s classroom teacher for information on potential health risks associated with any of these animals. Accommodating arrangements can be made if your child has allergies to any of these pets.

**Pesticide Policy**

You will be notified at least 48 hours in advance of the application of any pesticides. This notification will include the product name of the pesticide being used, intended date and time of application, location where the pesticide will be applied, the pest to be controlled and the name and number of a contact person at the site. Signs and/or markers will be posted following the application of the pesticide. These signs/markers will state, “This landscape has recently been sprayed or treated with pesticides.” They will also state who has treated the landscape and who to call for more information.

**INSURANCE**

It is the responsibility of every individual, their parent or legal guardian to provide for their own accident and health coverage while participating in all YMCA activities. The YMCA of Greater Seattle does not provide any accident or health coverage for its participants.