



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WE HELP YOUR CHILD Learn, Grow, Thrive

CAPITAL DISTRICT YMCA
After-School Childcare
Parent Handbook



CAPITAL DISTRICT YMCA

At the Y, we nurture the potential in every child; we work to help improve the health and well being of our members; and we give back to our community by actively supporting our neighbors. Our childcare programs provide quality care in a safe and supportive environment which fosters the physical, emotional, and social growth of children, while supporting and strengthening families.

This handbook provides parents, guardians and responsible adults with information about our childcare services. When updates to our handbook occur, parents, guardians, and responsible adults will be notified via letter. You may request a new handbook at any time.

Capital District YMCA childcare programs are licensed/ registered by the New York State Office of Children and Family Services.

MISSION

The Mission of the Capital District YMCA is to put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

PROGRAM GOALS

- Help children develop a healthy self-esteem.
- Allow children to learn through discovery and play.
- Offer developmentally appropriate activities that help children develop physically, emotionally, intellectually, and socially.
- Help children develop social and living skills in the community.

NOTICE OF

NON-DISCRIMINATION POLICY

Children of any race, color, national and ethnic origin enjoy all the rights, privileges, programs and activities generally accorded or made available to YMCA members. The Y does not discriminate on the basis of race, color, national and ethnic origin, age, gender or disability* in the administration of childcare policies.

INCLUSION OF CHILDREN WITH INDIVIDUAL NEEDS

For special-needs children, factors that effect enrollment consideration include, but are not limited to how well a child's individual needs will be met by our curriculum, group size, teacher-child ratio and staff expertise.

REGISTRATION

Registration for our School Age programs can be processed at any Capital District YMCA branch, or by contacting our Billing Services office at 518.869.3500 x 9960.

YMCA CHILDCARE REGISTRATION FORMS

To be considered for childcare, a registration form needs to be completed for each child. Parents, guardians and other responsible adults also need to sign the Parent Handbook Verification forms, verifying that you received and understood the Parent Handbook. These forms need to be returned to the childcare center staff or branch staff prior to your child's first day of attendance.

Each registration needs to be approved by our childcare center staff or our branch staff before your child enters our care.

48-hour notice for registration is required before your child's first day of care. We need this time to ensure that all emergency and other information is on-site at the location where we will care for your child. Registrations must be received by August 31 for your child to start the first week of September.

FINANCIAL ASSISTANCE

The Capital District YMCA offers financial assistance through our scholarship program. Scholarship eligibility is based on income level, family size and funds available. Applications are available at any YMCA branch. Please allow 2 weeks to process a financial aid application.

FINANCIAL INFORMATION

Childcare rates are charged monthly, and are not reduced for scheduled holidays or closures due to weather.

You are responsible for payment when your child doesn't attend on a day she/he's scheduled to attend.

Financial Assistance & Sliding Scale Fee

The Capital District YMCA's Scholarship program provides funds to help individuals and families who cannot otherwise afford our programs and services. Eligibility is based on income level, family size, and funds available. Financial aid applications are available in our childcare office or at the front desk at any of our locations.

Payment Schedule

Parents/ guardians/ responsible adults are responsible for submitting payment for the month by the 1st of each month.

Each site has YMCA Member rates and Community Member rates. Community Member rates will automatically be applied to your account if there is a lapse in your child's YMCA membership.

AUTOMATIC PAYMENTS

Please consider automatic payments via credit card or bank checking account debits. This gives you the convenience of continuous payment through the electronic transfer of funds directly from your bank or Credit Card Company.

NON SUFFICIENT FUNDS

A \$20.00 fee will be assessed for any check returned due to non-sufficient funds. In addition, we reserve the right to request that payments be made with cash or money order.

CUSTODIAL ISSUES/ DISPUTES

A child may be removed from our care when parents/ guardians/ responsible adults are unable to resolve issues. Capital District YMCA staff are prohibited from and involvement in custodial disputes between a parent/ guardian/ responsible adult. You are responsible for resolving any custodial issues involving childcare. Staff follow court orders to the best of our ability when official documents and court orders are submitted.

A request for copies of a child's attendance, payment history, etc. can be given to the parent/ guardian/responsible adult who registers the child for care. All other requests require a court order.

DEPARTMENT OF SOCIAL SERVICES (DSS) PAYMENTS AND THIRD PARTY BILLING

Third-party eligibility and billing arrangements need to be confirmed before we may provide care. An approval letter must be provided at time of registration. Please allow two weeks for this process. Co-payments and/or additional payments after third party payments are due monthly or weekly as noted on page 2.

For Department of Social Services (DSS) or third-party billing questions, please contact:

CAPITAL DISTRICT YMCA
Billing Services
465 New Karner Road
Albany, NY 12205
Phone: 518.869.3500 x 9960
Fax: 518.869.9082

CHANGE REQUEST

Childcare staff must be notified immediately of any changes regarding the information provided on the Childcare Registration Form, such as changes in address, phone, and medical information.

The parent or guardian who completes and signs our registration documents is the only person authorized to make changes, deletions, and/or additions to the YMCA Childcare Registration Form. The parent/ guardian/ responsible adult

who enrolls a child is responsible for all changes related to your child's participation, including co-pays and registration fees. This includes families that receive assistance through third party agencies such as DSS or an employer. It's your responsibility to inform our staff of any changes.

LATE PICK UPS

Parents or guardians (or designees) are expected to contact our childcare staff if they're going to be late. Failure to pick up children at closing time will result in a fee of \$1.00 per minute. Continual lateness will lead to removal of the child from the program.

In the event childcare staff do not receive prior notice from the parent or guardian, the following procedure will be followed:

- YMCA staff will call the parent or guardian for instructions.
- If contact can't be made, YMCA staff will call the emergency numbers in the child's file.
- After one hour passed official closing time with no contact with the child's parent or guardian, or any emergency contacts, a call will be placed to Child Protective Services (CPS), to report an abandoned child. Staff will then follow instructions provided by CPS.



PROGRAM PRACTICES

PROGRAM HOURS/ DAYS

All programs run from school dismissal until 6PM Monday through Friday when school is in session, with the exception of our Troy programs, which run until 5:30PM.

PROGRAM FEES

Please check with the Branch that you are registering your child through for the After-school Program monthly fee.

If we need to pull records from the previous school year, there is a charge of \$15 unless we are pulling records in response to a court order.

The parent/guardian who registers your child for care is legally responsible for any/all childcare payments.

PROGRAM SCHEDULE

Our school-age childcare curriculum may vary from site to site. The following components are offered in each program in varying degrees. Generally, activities listed take place in one of these contexts:

- Small group and individual activities
- Project Time
- Large Group Activities
- Indoors and Outdoors
- Elective

HOMEWORK / QUIET TIME

Homework / quiet time is offered within the program daily at each of our sites. Homework arrangements need to be made between the parent and child. Y staff will remind your child about homework time, but staff can only encourage your child to complete her/his homework. It's the child's responsibility to stay on task and complete homework on time.

ARRIVALS AND DEPARTURES

Each morning and evening parents/guardians are required to walk their child into the school/program area and complete the attendance roster by signing their full name and indicating the time of drop off/pickup. Parents/Guardians and those who are listed on the pickup authorization and/or emergency contact list will be the only individuals allowed to sign a child out. All persons who are authorized to pick up children must be at least 16 years of age and will be asked for photo identification until such a time that the staff become familiar with their identity.

Court orders affecting enrolled children: The employees are not able to keep a custodial parent from picking up their child unless there is legal documentation on file with the Y. Families who have legal documentation regarding their children should attach the documentation to their child's record at the time of registration. Should a court order take effect following enrollment, the legal documentation should be submitted to the Y as soon as it becomes available.



VACATION PROGRAMS

During school holidays, all branches of the Capital District YMCA offer vacation programs. Please register your child at the branch you will be using during a school holiday. The cost for our vacation programs is not included in cost for care. Space is limited and open to all Y Full and Community Members. To ensure your child can attend, please register early.

HALF DAYS

Please check with Childcare staff where we care for your child regarding the availability of care when school is dismissed early.

INCLEMENT WEATHER

We do not offer care when school is closed due to inclement weather. For programs that include before-school care, please review the procedure with our childcare staff.

When school is dismissed early due to worsening weather conditions, we do not provide after-school care. Your child will be sent home on the bus. You should have arrangements for your child in place for these situations.

SNOW DAYS

When school in your school district is closed due to inclement weather, the Y you use may offer a snow day program. Registration forms are available at time of registration or at the branch. The cost for this program is not included in the tuition for childcare. To ensure your child can attend, please register early.

CURRICULUM

Healthy Eating and Physical Activity Standards (HEPA)

Programs serve foods and beverages in amounts and types that promote lifelong health and help prevent chronic disease. These include minimally processed foods made with whole grains and heart-healthy fats or oils and without added sugar or trans fats; fruits and vegetables; and beverages made without added sugars.

School Age Environmental Rating Scale

Designed to assess before and after school group care programs for school-age children, 5 to 12 years of age. The total scale consists of 49 items, including 6 supplementary items for programs enrolling children with disabilities.

Science, technology, engineering, and mathematics (STEM) education

Used to identify individual subjects, a stand alone course, a sequence of courses, activities involving any of the four areas, a STEM-related course, or an interconnected or integrated program of study.

SPARK

A research-based organization that disseminates evidence-based Physical Education, After School, Early Childhood, and Coordinated School Health programs to teachers and recreation leaders serving Pre-K through 12th grade students.



SUPERVISION

STAFF RATIO

Children are always with competent direct supervision. We provide staffing levels that meet the following staff-to-child ratios:

Age of Children	# Staff to # of Children
Through 9 years	1 to 10
10-12 years	1 to 15

Supervision policy, to include high risk activities.

High Risk Activities: During high risk activities such as woodworking, take-a-part center, etc., group sizes and ratios will be decreased.

STAFF ORIENTATION

Each staff is required 15 hours of training hours within the first 6 months of employment. Within two years of employment each staff must 30 hours of training.

CHILD GUIDANCE AND DISCIPLINE

The Y wants all children to be successful in our programs. It is our goal for each child to have a safe and enjoyable time while in our care. To achieve this goal, reasonable limits for behavior must be established by having disciplinary procedures and rules in place. Children are expected to adhere to established rules. We expect parents to work with the program staff to encourage more appropriate behavior. In addition to our expectations and rules all persons on school property must adhere to each school district's Code of Conduct.

Children are responsible for:

- Following the direction of child care employees.
- Respecting each other, the employees, the facility and the property of others.
- Staying in designated program areas.
- Remaining with a Y employee at all times.
- Keeping hands, feet, and other objects to themselves.
- Using acceptable language.
- Controlling their anger so that their actions do not harm anyone.

Childcare employees are responsible for:

- Respecting all children.
- The wellbeing of the children.
- Ensuring that children are safe by following program guidelines.
- Establishing rules along with the children and practicing them on a daily basis.
- Providing an environment that is healthy.
- Ensuring that all children have a fun and enjoyable atmosphere.
- Treating all children equally.

Positive guidance: behavior management is accomplished through a positive approach that respects the child as an individual. Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive feedback and interaction from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline.

Employees will address normal day-to-day behavior by guiding children to resolve their own conflicts. The following techniques will be used to influence children's behavior: positive role modeling, setting limits, re-direction, and positive behavior alternatives

Depending on the frequency and/or severity of the child's behavior a meeting will be held with the parent(s), Site Director and Program Director. With parental assistance a plan will be devised to help us work with the child. The Y reserves the right to suspend or terminate a child from the program if behavior does not improve or is severe enough. Any child who inflicts physical harm on other children or an employee may be dismissed from the program immediately.

BEHAVIORAL POLICY

At the Capital District YMCA, our childcare programs are designed to build the capacity for students to succeed. Each school-age childcare program follows the guidelines outlined here. The purpose of our Behavioral Policy is to reflect our four core values of caring, honesty, respect and responsibility. At the Y, our goal is to promote and maintain a positive atmosphere within each school-age childcare program. A child's misbehavior may prevent our staff from fulfilling this goal. A child exhibiting disruptive behavior will be guided using the following guidelines. Please note that children's misbehavior is categorized in two main types: Minor and Major.

MINOR INCIDENTS

Minor incidents are those minor day-to-day infractions that occur and will be dealt with on the spot by our staff. Examples include:

- Misuse of YMCA equipment
- Disruptive outbursts
- Spontaneous slip of questionable words
- Playground disagreements and squabbles
- Rough Housing

When these types of incidents occur, we focus on problem-solving and helping the child make better decisions in the future. Our staff use positive working strategies to help a child realize that negative behavior is ultimately non-productive.

Each child should enjoy activities planned with the understanding that she/he is responsible for her/ his actions. With prior knowledge of our basic rules for safety and behavior, we help each child learn to exercise self-discipline, with our guidance. If, however, a child exhibits repeated behavioral problems, you will be notified and encouraged to be actively involved in the process of guiding your child's behavior.

MAJOR INCIDENTS

Major incidents endanger the physical and mental safety of the individual, other children and/or staff. Though most of the following misbehaviors are not evident in YMCA programs, it's important to be aware of them. Major incidents include, but are not limited to:

- Minor incidents that become repetitive or chronic
- Bullying
- Theft
- Lying
- Leaving supervised area without permission
- Throwing stones, or other projectiles
- Abusive language
- Verbal threats
- Direct disobedience of and/ or defiance toward our staff
- Violation of any school's Code of Conduct

A child exhibiting any of these behaviors will be separated from the group, a Behavioral Report will be completed, and a conference with the Parent/guardian/responsible adult will occur. The child will be required to complete a behavior contract and submit it to our staff before returning. Failure to comply with the contract will result in suspension from the program for a period of time or expulsion from our program.

For the safety and well-being of the children in our care, we cannot care for children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activities which may include, but are not limited to:

- Behavior that requires constant attention from staff
- Behavior that inflicts physical or emotional abuse on other children or self
- Behavior that abuses staff and/or ignores or disobeys rules

Activities that involve fighting, assault, vandalism, using illegal substances, or any other endangering behavior, our Childcare Director or Program Director will immediately remove the child from the program and contact you. Expulsion from the program will follow.

PARENT CONDUCT POLICY

Any misconduct by a parent/guardian/responsible adult toward Y staff and/or program participants may result in termination of your child from our program. This behavior includes, but is not limited to, threats, harassment, swearing, and violations regarding picking up your child.

TERMINATION POLICY

All Capital District YMCA childcare programs require that parents or guardians give two-week written notice when they wish to terminate their child's participation in any program. Parents or guardians who fail to do so will still be liable for payments.

The Capital District YMCA reserves the right to terminate childcare services with two-week written notice to families. When the health, welfare, and safety of other children and staff are at risk, the YMCA reserves the right to terminate childcare services immediately.

Possible reasons for termination of a child from services include:

- Harassment, violent behavior or threat of such behavior against a staff person or other individual by a parent or guardian or persons associated with the child, such as a family member, family friend, etc.
- Being late to pick up your child after childcare closes
- Extended absenteeism
- Nonpayment, late payment, or non-sufficient funds (NSF) of fees
- Emergency names and phone numbers are incorrect
- Failure to adhere to sign-in and sign-out policies
- Behavior is continually disruptive or dangerous to others and/or self
- Behavior is destructive to property and/or there is a refusal to replace said property
- Any single incident that is deemed by the Childcare Director as dangerous, harmful or disruptive.

PARENT GRIEVANCE POLICY

If you have a grievance and/or complaint, please:

- Immediately request an appropriate time to discuss it with the Childcare Director who supervises your child's program.
- If not resolved, discuss your concern with the Branch Executive Director who supervises your child's program.
- If still not resolved, discuss your concern with the Capital District Senior Vice President in charge of Childcare.

COMPLAINT POLICY

Complaints that are not adequately addressed at the site level may be referred to the assigned Program Director. The YMCA will investigate any complaint in which the health, safety, or welfare of a child could be in danger. The following actions will be taken:

- The YMCA will provide a phone call or written letter on the results of the investigation both to the SAC Staff person who is the subject of the complaint and to the person who is submitting the grievance.
- If the complaint is unsubstantiated, it will be so deemed and no further action will be taken.
- If the complaint is substantiated, it will be documented in the School Age Care employees file. The following additional actions will be taken at the discretion of the Associate Executive of the SAC Program. The Associate Executive will require the SAC employee to submit and comply with a written plan of correction or the YMCA.

PARENT INVOLVEMENT

PARENT/FAMILY ORIENTATION

All families who enroll in a Y childcare program will be given an orientation. Families who are registered at the start of the school year will have the opportunity to attend a formal orientation in September. Families who join after the start of the school year will receive a personal orientation from the Site Director on their first day.



COMMUNICATION AND SUPPORT

PROGRAM INVOLVEMENT

YMCA After School Programs have an open door policy. Parents are invited and encouraged to visit the site locations at any time. We ask that you are respectful of the children's routines and programmed activities, as well as the staff's need to be with the children. We encourage you to schedule time with the site director to discuss your child's progress and address any other concerns. Newsletters are printed regularly, providing you with detailed information on the events and activities at your center.

Any person other than parents/guardians who visit the child care program must sign in on the visitor log form, state the date and reason for the visit, and sign out when departing.

PARENT/ FAMILY CONFERENCES

Parent communication is one of the most important aspects of childcare. Staffs communicate with parents each day to let them know how their child is doing. Parents can be an asset if staff are having problems with child/children. They can give insights in resolving behavior problems. Conferences are done as needed. Parents will have the numbers of the site directors who are available to them as needed.

COMMUNITY PARTNERSHIPS/RELATIONSHIPS

Because our childcare programs play an active role in our communities, we form partnerships with many community organizations and individuals. As a result, we create environments where children grow physically, emotionally and mentally.

HEALTH AND SAFETY

SICKNESS POLICY

Our staff will notify the childcare director, and the parent or guardian, if any child in our care exhibits symptoms of illness. The child must be picked up by a parent or guardian within an hour of notice.

If the doctor places your child on an antibiotic the child shouldn't attend childcare until she/he has been on medication for at least 24 hours, and is fever-free without the use of over-the-counter medication.

Staff may also call parents if they feel a child is not able to participate in school activities (i.e. unable to keep up with daily routines, unable to be outside with the rest of the group, unable to participate in activities without the constant attention of an adult) and/or because of the following:

- Severe pain or discomfort
- Severe coughing or problem breathing
- Unusual behavior, characterized by no playing, confusion, inconsolable crying, not eating or drinking
- Demanding a great deal of prolonged one-on-one attention and time

INTOXICATION AND DRUGS

Should staff believe any parent/ guardian/ responsible adult is under the influence of alcohol and/or drugs, the staff member can require that alternate transportation be arranged, including calling a taxicab home or to take you and your child home. Should you refuse alternate transportation, staff are obligated to report the situation to the police and New York State Child Abuse Hotline.

EMERGENCY CONDITIONS

Each afterschool site has a well-defined plan for fire evacuation. Drills are conducted each month should an emergency arise at the site; the relocation area will be posted at the school office.

EMERGENCY CLOSING PROCEDURES:

Due to a severe act of nature or other unforeseeable emergency, the YMCA after school program may need to close. Unforeseeable circumstances include:

- Loss of power affecting lights and heat/air
- Earthquake
- No lights after dark (during the winter)
- Fire
- No heat
- Concern for children's safety
- Water main break

EMERGENCY AND ACCIDENT PROCEDURES

Staff will assist children who experience a minor injury or illness, such as a bump, bruise, string or upset stomach, noting details on the child's health form in addition to completing a Bump and Bruise form. You will be informed of any first aid given to you child. If symptoms persist, you will be asked to pick up your child.

FIRST AID PROCEDURES AND HANDLING INJURIES

The staff completes a daily health check of each child. At this time, a decision is made whether the child's condition suggests that he/she is well or ill.

Any children who show signs of illness are separated from the children in an area where all children can be supervised.

TRANSPORTING CHILDREN

In the event of a major emergency such as a broken bone, puncture wound, etc. your child will be transported by ambulance to the nearest medical facility. A Staff member will travel with your child and will bring your child's enrollment file and medical information, if there are sufficient staff to allow a staff member to leave.

ADMINISTERING MEDICATIONS

Before a childcare site can dispense medication, New York requires:

- A written health plan is completed and approved by the New York state Office of Children and Family Services.
- A staff person is designated to dispense medications who is 18 or older, possesses a current First Aid/ CPR certification, and has completed Medication Administration Training (MAT).

We administer medication only when a current (i.e., updated every 6 months for children 4 and younger; updated every 12 months for children 5 to 12 years old) written Medication Consent form is on file at the location where we care for your child, signed by the parent/guardian/responsible adult and the licensed medical professional issuing the prescription

Our staff may only dispense prescribed medication in the original container that bears the original label displaying legible information, including:

- Child's full name
- Authorized prescriber's name
- Pharmacy name and telephone number
- Date the prescription was filled
- Name of the medication
- Dosage
- How often to give the medication
- Date the medication is to be discontinued or when it will expire.
- Length of time, in days, the medication is to be given
- Method of administration
- Over-the-counter topical ointments may be administered when provided with written instructions

Please check with the Childcare Director or the Site Director to confirm that there is approval to dispense medication at the Y location where your child is receiving care. This includes emergency medications as well as individual health care plans for each child. All proper documentation can be obtained by the Site Director.

MEDICAL LOG

We will keep a written record of any medication, including:

- The name of the child
- Time and date of each administration
- Dose
- The staff member administering the medication

FIELD TRIPS

We take parent-approved field trips. You will be notified regarding a trip, including the cost and how your child will be transported. Children can participate in a field trip once we receive a signed permission slip. For neighborhoods walking trips, you'll be asked to sign a permission slip when you enroll your child in out care.

SICK AND ILL CHILDREN

Children who become ill may be removed from care. You may be contacted and asked to pick up your child with little notice. Your child may return to our care after she/he is symptom free and medication free for 24 hours, or you have a doctor's note that your child may return to care.

COMMUNICABLE DISEASES

A child suspected of having a communicable disease will be isolated from other children. Parents will be notified when a child is diagnosed with a contagious illness, with information about the illness, including its symptoms.

Please keep your child home when she/he has:

- A temperature of 101 or higher
- Cold (fever, frequent sneezing, runny nose)
- Coxsackie (hand, foot, and mouth disease)
- Fifth disease (with fever)
- Giardia
- Hib disease
- Hepatitis A
- Meningococcal disease
- Untreated Ring Worm
- Roseola (with fever)
- Conjunctivitis (pink eye)
- Impetigo
- Diarrhea (frequently and not associated with diet changes or antibiotic use)
- Vomiting

- Head Lice (no nit policy)
- A contagious disease (i.e. roseola, strep throat, chicken pox, measles, mumps, rubella, croup, etc.)
- Tuberculosis (until cleared by Health Official)
- Pertussis (Whooping Cough) may return after 5 days of antibiotic therapy
- Undiagnosed Skin rashes (with fever, behavioral changes)

EMERGENCY EVACUATION DRILLS

Practice Fire Drills are conducted (at minimum) once a month at each site. It is crucial to the safety of our children that they learn proper emergency evacuation procedures.

Please check with your Site Director for the Emergency Evacuation Plan for your childcare site, as well as information about our Shelter in Place and Intruder Drills.

OUTDOOR WEATHER SAFETY

All children are expected to go outside everyday (weather permitting). Outside play give the child an opportunity to run off excess energy generated during their regular school day.

The YMCA staff will monitor the local weather broadcast during the day to determine whether or no the children should go outside.

Staff will use their discretion on days when it may be:

- Raining
- Snowing
- Frigid temperatures
- Excessively hot outside

HAND WASHING

Children and staff must wash their hands with soap and warm running water as needed. Staff and children will wash their hands whenever hands are contaminated with bodily fluids and always wash:

- After using the toilet
- Before and after caring for a ill child
- Before any food service activity
- Before setting the table
- Before and after eating
- After handling pets or animals

NUTRITION

The Y provides daily nutritional snacks at our childcare programs. The goal of snack time is to help your child gain independence and learn acceptable table manners. A weekly snack menu is posted at the parent table. For programs offered during school holidays and vacations, please provide a bag lunch for your child.

LABEL PERSONAL ITEMS

Please label any item your child brings to childcare with her/his full name in permanent ink. Please encourage your child to leave valuables (cell phones, toys, iPods, trading cards, video games, etc.) at home. The Y's not responsible for items lost, broken, stolen, or damaged. Cell phones are turned off and stored during program hours.

APPROPRIATE DRESS

Children should wear comfortable play clothes each day. We try to spend some time outdoors each day. Our staff follow school district weather guidelines regarding outdoor recess. Please prepare your child to be outdoors during the winter by sending her/him in warm clothing with a hat, gloves and/or mittens and boots as weather dictates.

PHOTOGRAPHING CHILDREN

Y staff photograph and/or videotape children to post photos on bulletin boards and in cubbies and to help us promote our programs.

SCREEN TIME POLICY

The YMCA believes that good programming does NOT include TV shows and movies. Documentary videos maybe used in support of curriculum with advance approval of the After School Program Director. Computer "screen time" will also be limited, unless it supports educational enrichment.

STAFF TRAINING

Childcare staff attend a variety of trainings as determined by NYS Day Care and School-Age Regulations. The Capital District YMCA hosts association-wide staff trainings during Columbus Day and Martin Luther King Day.

CHILD ABUSE AND MALTREATMENT

PREVENTION STRATEGIES

- Use of a comprehensive pre-employment screening procedure to screen out staff not suited for working with children.
- We take any allegation or suspicion of child abuse seriously.
- Staff understand their legal obligation to report suspected abuse.
- Policies, procedures, and training- including a staff volunteer Code of Conduct- are available related to discipline, supervision, staff/ participation interaction.
- Advocate positive guidance and discipline with an emphasis on positive reinforcement, prevention, and the development of self-discipline.
- Our staff communicate frequently with you regarding day-to-day activities and we encourage you to report or question any behavior or event your child may share that appears out of the ordinary.
- You are encouraged to visit, unannounced, and program in which your child participates.
- Staff try to identify stressed parents/ guardian/ responsible adults and offer support and referrals for help.
- Staff are trained in how to discuss sensitive issues with children.

STAFF RELATIONSHIPS REGARDING ANY Y PROGRAM

- No staff member may be alone with a child in any area or location where she/he cannot be observed by other staff.
- Y Childcare standards state that corporal punishment is prohibited regardless of parental permission or the age of the child.
- Our childcare staff are forbidden from humiliating or subjecting a child to abusive or profane language.

STAFF RELATIONSHIPS OUTSIDE ANY Y PROGRAM

Staff are not allowed to be alone with any children they meet in any Y program beyond a Y program setting. This includes and forms of communication (phone calls, emails, instant messages, text messages, etc.)

Baby-sitting, sleep-overs and inviting staff to a child's home are prohibited unless the following conditions exist:

- The staff person and the child's family have a relationship that pre-dates employment by the staff or volunteer work at the Y.
- The staff person and the child's family have a relationship that pre-dates the child's enrollment in the YMCA program.
- The staff person and the child or child's family are related.

We recognize that children may ask a staff member to attend her/his sporting event, dance recital, etc. This is permitted so long as it's a public event and the child and staff person are not alone. Under no circumstance may our staff transport and child in her/his personal vehicle.

MANDATED REPORTERS

Y childcare staff are mandated by New York State Law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the child abuse hotline and to cooperate in any investigation for such possible neglect or abuse.

Y staff do not have discretion in this matter, but must make sure referrals whenever we have reasonable cause to believe a child might have been harmed by someone, including a family member, non-family member or staff, and we may be subject to criminal penalties if we fail to report the possibility of such harm. In grievous cases, we may also refer the matter directly to the police.

PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE

In event there's an accusation of suspicion of child abuse, our staff will take prompt and immediate actions as follows.

1. Our employee must notify the person in charge (supervisor) or her/his designee that there is a cause to make a Hot Line Call. This requirement does not give the person in charge the power to prohibit a report form being made nor does it relieve the original source of concern from ensuring that a report is made. The person in charge or her/his designee will notify Child & Protective Services (CPS) immediately at any time of day or week by calling the hotline: The New York State Central Register of Child Maltreatment: 800.342.3720.
2. Make the Report.
3. At this point, the person in charge or the designee will ask the CPS worker to determine if circumstances as describe warrant a report.
4. The person in charge or the designee immediately implements the directions given by the CPS worker.
 - If a CPS Report is not recommended by the CPS worker: This fact, plus any other advice or direction given should be noted in an incident report and the appropriate staff notified to ensure compliance. The Executive Director of that branch/ childcare location should promptly receive a copy of this report.
 - If a CPS report is warranted in the opinion of the CPS worker: It is to be immediately reported. The incident report is to be completed and promptly forwarded to the Executive Director of that branch/ childcare location.

When a CPS report is deemed necessary, within 48 hours after such oral report, form OCFS 2221A (Report of suspected Child Abuse or Maltreatment) shall be completed and mailed to: the Child Protective Services responsible for that branch/ childcare location.

If you wish to obtain a copy of NYS Office of Children and Family Services regulations, please visit www.nys.ocfs.gov.

Please call the Child Care Complaint Line, 800.732.5207, should you have any concerns about a child care staff person or program.

To contact DSS for your county, please call:

Albany	518.477.7300
Greene County	518.719.3700
Montgomery	518.853.8326
Rensselaer	518.270.3935
Saratoga	518.884.4140
Schenectady	518.388.4740

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
CHILD ABUSE AND MALTREATMENT SAFETY PLAN
Child Day Care Centers and School Age Child Care Programs

Director Name: _____ Facility ID Number: _____
Program Name: _____ Date: _____

- This form may be used to meet the regulatory requirement to submit to the Office a description of specific procedures which will assure the safety of a child who is reported to the Statewide Central Register of Child Abuse and Maltreatment (SCR) as well as other children provided care in the child day care center or school age child care program. You can choose to use this form to meet this requirement, or submit an alternative.
- Valuable information is available from your local child care resource and referral agency and other resources. Information is also available on the agency website: ocfs.ny.gov

By submitting this form, our program chooses to implement and follow this procedure, and will attach any additional information as needed.

The following are the procedures which will assure the safety of a child who is reported to the SCR, as well as other children provided care in the program, immediately upon notification that a SCR report has been made:

The child day care program may take one or more of the following actions with regards to any staff or volunteer or other person who is the subject of a child abuse or maltreatment report involving a child while in attendance at the program:

Check all that apply:

- Take steps to keep the child, and other children in the program, from further harm
- Obtain medical attention for the child if appropriate
- Dismissal, suspension or transfer of any staff or volunteer or other person who is the subject of a child abuse or maltreatment report
- Increased supervision over a person who is the subject of a report
- Provision of instruction and/or remedial counseling to a person who is the subject of a report
- Appropriate disciplinary action, provision of appropriate training and/or increased supervision of staff and/or volunteers pertinent to the prevention and remediation of child abuse and maltreatment
- Other (please describe _____

If applicable, please attach any additional information regarding your procedures.



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CAPITAL DISTRICT YMCA

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