



A PATH WITH A PURPOSE

**CAPITAL DISTRICT YMCA
School-Aged Childcare Parent Handbook**

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MISSION & GOALS

CAPITAL DISTRICT YMCA

At the Y, we nurture the potential in every child. We work to 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 that 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 on our website. 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 Capital District YMCA supports, engages, and strengthens the Capital Region community through programs and partnerships focused on youth development, healthy living, and social responsibility. The Capital District YMCA welcomes all people, enhances lives through personal growth opportunities and promotes diversity, equity and inclusion in all we do for youth, adults, families, and our community.

EQUITY STATEMENT

As an anchor in the communities we serve, the CDYMCA is committed to diversity, equity, and inclusion, knowing that these efforts create better opportunities for all. In the critical role as community advocate and partner, the Y is uniquely positioned to bring our community together.

We work to be an anti-racist multicultural YMCA that embraces and celebrates all dimensions of diversity – ensuring equity within our organization, to ensure in all cases, we denounce any form of racism, homophobia, transphobia, xenophobia, misogyny, and ageism, and all explicit and implicit forms of hate or oppression.

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

All children enjoy all the rights, privileges, programs, and activities generally made available to CDYMCA members. The CDYMCA does not discriminate on the basis of race, color, religion, national and/or ethnic origin, sexual orientation, gender, or disability in the administration of childcare policies.

For children with special needs, multiple factors that impact consideration, including, but are not limited to, group size, teacher/child ratio, staff expertise, and whether a child's individual needs can be met by our childcare curriculum.

MISSION & GOALS

STATEMENT OF INCLUSION

The CDYMCA welcomes children with individual needs into our program when reasonable accommodations can be made. All children have opportunities to learn, develop, and form positive relationships while in our care. During enrollment, please identify health concerns or individual needs your child may have so we can determine together what accommodations your child may need to be successful. To best respond to your child's needs, completion of an individual care plan and a meeting with the Director are needed prior to participating in a program. We work collaboratively with families who receive specialized services and we partner with agencies and school districts to meet the needs of individual children.

In accordance with the requirements of Title III of the Americans with Disabilities Act and applicable state disability law, the YMCA will not discriminate against any individual on the basis of disability. The YMCA will consider reasonable accommodations and/or modifications to its policies and procedures as necessary to allow children with disabilities an equal opportunity to participate in this program, unless the accommodations or modifications would pose an undue hardship or fundamentally alter the nature of the program. The YMCA will not exclude a child from the full and equal enjoyment of its services, unless the child poses a direct threat to the health or safety of others in the program.

REGISTRATION & INFORMATION

Registration for our school age programs can be processed online through our website cdymca.org/school-age.

FINANCIAL ASSISTANCE

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 branch locations.

Childcare payments are charged monthly and are not reduced for scheduled holidays or closures due to weather and vacation weeks.

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

PAYMENT SCHEDULE

Parents/guardians/responsible adults are responsible for submitting payment for the month by the 1st of each month, including parent fee. Unless otherwise requested, your payments will be set up for auto draft.

- Should payment not be received by the 10th, your child will be removed from the program.
- Each site offers YMCA member rates and non-member rates. Non-member rates will automatically be applied to your account if there is a lapse in your child's YMCA membership.
- Payment plans are available.

REGISTRATION & INFORMATION

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 any involvement in custodial disputes between parents/guardians/responsible adults. Parents/guardians/responsible adults 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 & THIRD PARTY BILLING

Third-party eligibility and billing arrangements need to be confirmed before we may provide care. An approval letter is required at the time of registration. Please allow two weeks for this process. If applicable, co-payments and/or additional payments are due by the 1st of the month. Should payment not be received by the 10th, your child will be removed from the program. For 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

Email: kgraziano@cdymca.org

CHANGE REQUEST

- Childcare staff are to 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 document(s) 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 that child's participation, including co-pays and registration charges. This includes families that receive assistance through third party agencies such as DSS or an employer. It is your responsibility to inform our staff of any changes.

PROGRAM & FAMILY EXPECTATIONS

PROGRAM HOURS/DAYS

Our programs run from school dismissal, Monday through Friday when school is in session. Hours can vary by school district.

If your child is participating in extracurricular activities during Y time (e.g., school clubs), you must contact the program in advance.

PROGRAM SCHEDULE

Our school-age childcare program and enrichments 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
- Enrichment time
- Large group activities
- Indoors and outdoors

PROGRAM ACTIVITIES & ENRICHMENT

Our After School Childcare Programs may include enrichments such as arts and crafts, literacy building activities, STEAM programming, and programming that includes both sensory, and gross motor options.

NON-SMOKING ENVIRONMENT

The YMCA is a non-smoking/illegal drugs and alcohol-free environment.

- No person will be permitted to use tobacco products inside or outside any YMCA facility or facilities being used by the YMCA.
- Students and other persons under 18 may not possess or display tobacco products at any time on YMCA properties, in vehicles or while participating in sponsored events.
- Tobacco product is defined as: cigarettes, cigars, pipes, chewing tobacco, vaping, etc.

INTOXICATION & 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 taxi 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.

SPEED LIMITS

To ensure the safety of all children in YMCA programs, please respect posted stop signs, speed limit signs etc. The unposted speed limit on YMCA property is 10 mph. Please be cautious while driving through any program parking lot – children are everywhere.

STAY INFORMED

It is our priority to make sure parents are informed of what is going on in our programs. The Y will make every effort to communicate with you about activities, special events and especially about your child! We communicate through newsletters, social media, signs posted at pick-up or drop-off time, phone calls, in person and email. It is required that parents provide email addresses so you can receive important updates. If there is ever a time you want to know more, please contact your Y and speak with the program director.

PROGRAM & FAMILY EXPECTATIONS

LABEL PERSONAL ITEMS

Please label any item your child brings to childcare with their full name in permanent ink. The following items are not permitted: cell phones, toys, iPads, smart devices, trading cards, video games, etc. **The Y is not responsible for items lost, broken, stolen, or ruined.** All cell phones are turned off and stored during program hours.

If in a school setting, YMCA staff are not permitted to escort children back to their classroom during the program time to pick up left items.

PHOTOGRAPHING CHILDREN

With specific written consent given at registration, Y staff may photograph children for internal usage only, such as photos on bulletin boards or cubbies within the childcare site or general childcare marketing. Parent may opt out of such written consent at any time or specify restrictions.

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 Childcare Director. Computer "screen time" will also be limited, unless it supports educational enrichment.

HOMEWORK/QUIET TIME

Homework time is offered 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 their homework. It is the child's responsibility to stay on task and complete homework on time.

OUTDOOR WEATHER SAFETY

All children are expected to go outside every day (weather permitting). Outside play gives your child an opportunity to run off excess energy generated during their regular school day. YMCA staff will monitor the local weather broadcast during the day to determine whether children should go outside.

Staff will use their own discretion on days when there may be:

- Rain
- Snow
- Frigid temperatures
- Excessive heat

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. Please have arrangements for your child in place for these situations.

APPROPRIATE DRESS

Children should wear comfortable play clothes each day. We try to spend some time outdoors each day. Our staff follow 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.

PROGRAM & FAMILY EXPECTATIONS

DROP OFF & PICK UP

Parents or caregivers must sign their child in and out each day. The sign out sheet is a record of your child's attendance. For your child's safety, only parents or people you designate as Authorized Pick-up/Emergency Contacts may pick up your child from the program. You may add additional people by submitting their name, phone number, and full address to your site. **Anyone picking up your child must be at least 18 years old.** Any person dropping off or picking up will be asked to present a **valid photo ID** before signing a child out of program. We will deny access to anyone who is not listed as an Authorized Pick-up/Emergency Contact. Please notify your site staff if any last minute changes occur. Childcare Directors will make final determination for individuals under 18. For those districts that provide transportation, please contact Director.

Court orders affecting enrolled children: 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.

LATE PICK UPS

Parents/guardians/designees are expected to contact our childcare staff if they are going to be late. Failure to pick up children at closing time will result in a fee of \$1 per minute. Continual lateness will lead to removal of a child from the program.

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

- YMCA staff will call the parent/guardian/responsible adult designee for instructions.
- If contact cannot be made, YMCA staff will call the emergency numbers in the child's file.
- After 30 minutes past 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) and the local police department, to report an abandoned child. Staff will follow instructions provided by CPS.

TRANSPORTATION

There are several school districts that provide transportation to and from the YMCA after school. Please contact the transportation department to ensure transportation is arranged for your child. Please contact your local Y program in order to find out more about transportation services. **YMCA staff are not permitted to transport children in their personal vehicles.**

VACATION PROGRAMS

During school holidays, some branches of the Capital District YMCA offer vacation programs. The cost for vacation programs is a separate registration and additional fee. Space is limited and open to all Y members and non-members. To ensure a space for your child, please register early. To provide a Vacation Club program, we need at least 18 children to be enrolled.

PROGRAM & FAMILY EXPECTATIONS

EMERGENCY EVACUATION DRILLS/SHELTER IN PLACE

Each after school site has a well-defined plan for fire evacuation and shelter in place. Drills are conducted monthly. Should an emergency arise at the site, families will be notified.

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, but are not limited to the following situations:

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

CHILD GUIDANCE

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 our program staff to encourage more appropriate behavior. In addition to our expectations and rules, all persons on school property are to adhere to each school district's Code of Conduct.

Children are responsible for:

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

Childcare staff are responsible for:

- Respecting all children.
- Ensuring that children are safe by following program guidelines.
- Establishing rules 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 managing children's behavior. When children receive positive feedback and interaction from adults and others, they develop good self-awareness, problem solving abilities, and self-discipline.

PROGRAM & FAMILY EXPECTATIONS

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

BEHAVIORAL POLICY

At the Capital District YMCA, our childcare programs are designed to build capacity for students to succeed. The purpose of our Behavioral Policy is to reflect our four core values of **caring, honesty, respect, and responsibility**. 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 (minor or major) will be guided using the following guidelines.

INCIDENTS

- Misuse of YMCA equipment
- Disruptive outbursts
- Spontaneous slip of questionable words
- Playground disagreements and squabbles
- Rough housing
- Minor incidents that become repetitive or chronic
- Weapons
- Bullying
- Theft
- Lying
- Leaving supervised area without permission
- Throwing stones or other projectiles
- Abusive language
- Verbal threats
- Direct disobedience of and/or defiance of our staff
- Violation of any school's Code of Conduct

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 nonproductive.

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 a child exhibits repeated behavioral problems, you will be notified and encouraged to guide your child's behavior.

A child exhibiting any of these behaviors will be separated from the group, a Behavioral Report 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 to the program. Failure to comply with the contract will result in suspension or expulsion from our program.

PROGRAM & FAMILY EXPECTATIONS

For the safety and well-being of 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

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

A child that has been dismissed from the program must wait at least 12 months before they may register for another YMCA childcare program or summer camp run by the Capital District YMCA. After a readmittance meeting with the Director/staff and upon re-admittance, the first 90 days of participation will be considered probationary and any recurring behavior challenges may result in immediate & final dismissal from the program. After a child successfully participates in the program for 90 days without incident, they will return to the standard behavior policy.

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 threats, harassment, swearing, and violations regarding picking up your child.

PARENT RESPONSIBILITIES

- Parents must follow all established policies and procedures outlined in the YMCA School-Aged Handbook including the pick-up policy, payment policy, late pick-up policy, cancellation policy, etc.
- Parents are responsible for reading all emails, newsletters, flyers, etc. sent home regarding the School-Aged program as well as regularly reviewing the Y website, Facebook page, and materials available at your child's School-Aged location to keep well-informed about the program.

REMOVAL POLICY

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

The Capital District YMCA reserves the right to remove 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 remove childcare services immediately.

PROGRAM & FAMILY EXPECTATIONS

Possible reasons for removal of a child from services include:

- Any violation of the aforementioned Parent Conduct Policy
- Being late to pick up your child
- 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 that is continually disruptive or dangerous to others and/or self
- Behavior that is destructive to property and/or 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 Executive Director of Childcare who supervises the Childcare Director.
- If still not resolved, discuss your concern with the COO in charge of Childcare.

COMPLAINT POLICY

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

STAFF RELATIONSHIPS REGARDING ANY CDYMCA PROGRAM

- No staff member may be alone with a child in any area or location where they 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 CDYMCA PROGRAM

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

Babysitting, sleepovers and inviting staff to a child's home are prohibited unless one of the following conditions exists or exceptions exists, and said condition or exception is in writing, signed by the staff person involved and a parent or guardian of the child's family:

- The staff person and the child's family have a relationship that pre-dates employment of staff 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 their sporting event, dance recital, etc. This is permitted so long as it is a public event and the child and staff person are not alone. Under no circumstance may our staff transport any child in their personal vehicle.

SUPERVISION

STAFF RATIO

We provide staffing levels that meet the following staff-to-child ratios:

SUPERVISION POLICY FOR HIGH RISK ACTIVITIES

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

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

STAFF ORIENTATION

Staff are required to successfully complete 15 hours of training within the first 6 months of employment. Within two years of employment, each staff member completes 30 hours of training. Childcare staff attend a variety of trainings as determined by NYS OCFS regulations.

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 provided regularly, providing you with detailed information on the events and activities at your program.

Any visitor needs to 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. Staff 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 as they can provide insight in resolving behavior problems. Conferences are done 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

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 they are medication free for 24 hours, or you have a doctor's note that your child may return to care.

If the doctor places your child on an antibiotic, they shouldn't attend childcare until they have 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

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 they have:

- A contagious disease (i.e., roseola, strep throat, chicken pox, measles, mumps, rubella, croup, etc.)
- A temperature of 101 or higher
- Cold (fever, frequent sneezing, runny nose)
- Conjunctivitis (pink eye)
- Positive case of COVID
- Coxsackie (hand, foot, and mouth) disease
- Diarrhea (frequently and not associated with diet changes or antibiotic use)
- Fifth disease (with fever)
- Giardia
- Head lice (no nit policy)
- Hib disease
- Hepatitis A
- Impetigo
- Meningococcal disease
- Untreated ringworm
- Roseola (with fever)
- Tuberculosis (until cleared by a health official)
- Undiagnosed skin rashes (with fever, behavioral changes)
- Vomiting
- Pertussis (Whooping Cough), which may return after 5 days of antibiotic therapy

EMERGENCY & ACCIDENT PROCEDURES

Staff will assist children who experience a minor injury or illness, such as a bump, bruise, sting, 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 your child. If symptoms persist, you will be asked to pick up your child. It is the parents' responsibility to inform the program within 24 hours if they seek medical attention due to an injury related to the program.

HEALTH AND SAFETY

FIRST AID PROCEDURES & HANDLING INJURIES

Staff complete 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 serious illness are separated from the children in an area where all children can be supervised and parent/guardian/responsible adult is notified.

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. Two staff members will travel with your child and will bring your child's enrollment file and medical information.

ADMINISTERING MEDICATIONS

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

- A written health plan be completed and approved by the New York State Office of Children and Family Services.
- A staff person be designated to dispense medications. The staff person must be 18 or older, possess a current First Aid/CPR certification, and complete Medication Administration Training (MAT).

We administer medication only when a current (updated within 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 discontinued
- 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 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.

HEALTH AND SAFETY

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

TOILETING & SPECIAL NEEDS CARE

We recognize that every child has unique needs. Our goal is to build understanding, show empathy, and respond appropriately so each child feels supported. While we strive to be inclusive, staffing and program guidelines limit our ability to provide care beyond the state-mandated levels of supervision. This includes children who may require additional support for social, emotional, cognitive, language, or motor development. Families who believe their child may need extra assistance should contact the Childcare Supervisor before enrollment. Participation decisions will be made on a case-by-case basis.

All children in school-age programming (including Before and After Care) must be fully toilet-trained and able to complete toileting tasks independently. Staff cannot be alone with children in bathrooms, but may provide verbal prompts from outside the restroom. If a child soils themselves and cannot clean or change independently, a parent or guardian will be called and must arrive within one hour to assist or sign the child out for the day.

HAND WASHING

Children and staff 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 will always wash in the following circumstances:

- Upon arriving at site
- 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 for children in our childcare programs. The goal of snack time is to help your child gain independence and learn acceptable table manners. A monthly snack menu will be posted in the parent area. For programs offered during school holidays and/or vacations, please provide a bag lunch, snacks, and water bottle for your child.

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 Code of Conduct — are available related to discipline, supervision and staff/child interaction.
- Advocate positive guidance and discipline with an emphasis on positive reinforcement, prevention, and the development of self-discipline.
- Our staff communicate frequently with parents 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.
- Staff try to identify stressed parents/guardian/responsible adults and offer support and referrals for help.

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 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 extreme cases, we may also refer the matter directly to the police.

PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE

In the event of an accusation of suspicion of child abuse, our staff will take prompt and immediate actions as follows:

1. Our employee will notify the Childcare Director or their designee that there is cause to make a hotline 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 their 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 Childcare 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 Childcare.

CHILD ABUSE AND MALTREATMENT

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** office 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 childcare staff person or program.

To contact DSS for your county, please call:

- Albany: 518.477.7300
- Greene: 518.719.3700
- Rensselaer: 518.270.3935
- Saratoga: 518.884.4140
- Schenectady: 518.388.4740

Please review all policies with your family and address any questions with your Child Care office. All policies in this handbook are subject to change at the discretion of the YMCA Administration.

PROGRAM LOCATIONS

- Albany School District
- Bethlehem School District
- Burnt Hills/Ballston Lake School District
- Coxsackie School District
- Galway School District
- Guilderland School District
- Lansingburgh School District
- Mohonasen School District
- Schalmont School District
- Schenectady School District
- Schodack School District
- Scotia/Glenville School District
- Shenendehowa School District

For specific site protocols and policies, please reach out to the Director for specific information.