



Schultz Family YMCA School Age Care Parent Handbook

GLACIAL COMMUNITY YMCA • www.glcymca.org

Schultz Family YMCA
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About Us

Our Mission

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

Philosophy

The Y nurtures potential. We believe that everyone should have the opportunity to learn, grow and thrive. Our goal is to develop a positive self-image, foster a joy of learning, and expand understanding to assist children in forming rewarding social relationships for years to come. The development of desirable attitudes, healthy habits and skills is the end result. All programs will integrate character development standards into daily operations.

Christian Emphasis

We value the varying faiths that are present at our programs, and encourage students to discuss their beliefs and concerns with each other and their teachers. We place an emphasis on Christian values (through a Non-Denominational atmosphere) and the Y of the USA Character Development Program, which focuses on the four core values: caring, respect, responsibility, and honesty. Students will grow independently as they learn how to demonstrate these values in interactions with others, their environment, their community, and with themselves. When appropriate, activities will be encouraged to encompass cross cultural awareness and acceptance of others. Respect will be demonstrated for all individuals and beliefs.

Statement of Faith

George Williams founded the YMCA in 1844 as a place of prayer and Bible study for the young men working in London who had migrated from rural England to find jobs. Seven years later, Thomas Valentine Sullivan, working as a marine missionary, formed the first U.S. YMCA at the Old South Church in Boston. From our rich heritage of strong Christian values and message, the Y has expanded into an organization that looks very different today than it did when our founding fathers first started.

The Glacial Community Y Association continues our focus on all three areas of the original triangle - Spirit, Mind, and Body. We choose to be an Association that strongly promotes the overall health of the individual, equally addressing all areas; intentionally offering spiritual development as part of our service to the community.

Our focus on Spirit begins as a staff who exercise compassion, love, and respect for all. This culture of 'loving like Christ' is visible throughout our organization.

Beyond this you'll find us praying for each other, our programs, and our members. You will find that we point our children to the love and compassion of Jesus Christ. You'll know of our commitment to the plans God has for each of us and our Y as we begin our meetings with a devotional thought, often including a prayer and the occasional reference to Scripture.

While our roots are based in the Christian faith, we are absolutely open for all. Our strength lies in the way we live out our Christian principles every day with everyone we serve. We seek to honor the rich heritage of the Y and its Christian mission in all we do. We hope you will join us in keeping that mission central, the 'C' in our YMCA visible, and our hearts open to all.

Leadership

Successful programming relies on the leadership of our staff. These staff spend time with our students each and every day. We are proud of our talented staff's leadership and dedication to serve as positive role models in the various program activities. Each year, men and women are selected who have a passion and sincere interest in and concern for the well-being of children and our environment. All Y staff (including volunteers) who interact with the students have a full background check completed prior to beginning their work with children of any age. A period of intense training provides our staff with the skills necessary for teaching, which includes: inclusion, group work, CPR/AED, first aid, child abuse and neglect prevention, communication, program activities, Abusive Head Trauma Prevention, Sudden Infant Death Syndrome training, policies, procedures, and more.

Feedback, Suggestions & Grievances:

We feel that a positive environment exists when parents and the program work together as partners. Parents provide valuable input which we can use to improve our program. The Y staff at the program appreciate hearing your positive and negative feedback. Our Y staff are committed to providing the BEST experience for each child. If you feel this is not being accomplished, our Y staff want this feedback. A parent wishing to share a concern regarding the program, staff, or program should contact their child's teacher first. Parents are urged to be direct and candid with staff when they have concerns. We ask that these discussions do not disrupt or take attention away from the children. Individual conferences can be scheduled upon request. Any complaints should first be directed to the staff at your program. If you feel that your concern has not been addressed, you may schedule an appointment with the program Director. If you are still dissatisfied with the way a problem has been handled, you may direct your concerns to the Executive Director who will review the situation and respond quickly to find a resolution.

Child Care Billing Contacts

Administrative Address: 1750 E. Valley Rd. Oconomowoc, WI 53066

Phone: 262-567-9622

Fax: 262-244-0071

Admission

The YMCA Y-Care Before and After School, 4K Wrap Programs and Summer Day Camp are licensed through the Department of Children and Families (www.dcf.wisconsin.gov) DCF 251: Group Child Care Center. Each program is inspected regularly to ensure that programs meet licensing rules.

Before and After School Care and 4K Wrap

Hours of operation:

6:30 A.M. until beginning of school day (Before School Care)

8:30 AM – 1:30 PM (4K Wrap)

End of school day until 6:00 P.M. (After School Care)

Months of operation:

September–June (varies by site in accordance with the school district calendar)

Days of operation: Monday – Friday (In accordance with the school district calendar)

Capacity: 15 – 75 (varies by site)

Ages: 4 – 12 Years (varies by site)

Summer Day Camp Programming

Hours of operation: 6:30 A.M. – 6:00 PM

Months of operation: June, July, August

Days of operation: Monday – Friday

Capacity: 75

Ages: 5 – 12 Years

Sites Associated with the Schultz Family YMCA:

- Ixonia AM Y Care
- Ixonia 4K Wrap
- Ixonia PM Y Care
- Johnson Creek Y Care
- Douglas Elementary Y Care
- Schurz Elementary Y Care
- Schurz Summer Camp
- Webster Elementary Y Care

Licensing

The program sites will have a copy of, or digital access to, the DCF 251 Licensing rules and center policies available for review. The programs will post the following items for the public's review at each site:

- License certificate
- Results of most recent licensing inspection
- Notice of enforcement actions, stipulations, conditions, exceptions, or exemptions
- Additional program information such as daily schedule, lesson plans, snack schedule, and fire/tornado drill documentation.

The Y will comply with all laws governing facilities and operations. The Youth Development Director will submit any concerns or violations to the department in writing. The parent handbook and children's records are available for review at any time. The medical log is available upon request to the director. Every site location will have a second adult available within 5 minutes of the location in the event of an emergency. This shall be posted on the parents' board with the license.

The Y is annually licensed by the State of Wisconsin, through the Department of Children and Families Division of Early Care and Education. Our licensed care operates with the highest standards regarding health, safety, personnel selection, and facility maintenance. Each program has on display the DCF-251 Licensing rules, license, and most recent licensing inspection report for Group Child Care Centers.

Reports Made To DCF

The program will report any situation as it pertains to statute 251.04(3) (a-n) DCF 251 Licensing Rules for Group Child Care Centers to the Department of Children and Families within 24 hours after the incident. These situations include:

- Any incident or injury to a child while at the center that results in a professional medical evaluation
- A death of a child in care
- Any injury to a child caused by an animal
- Any damage to the premises that may affect licensing compliance, or any incident at the premises that results in the loss of utility services
- Unexpected closures lasting more than 2 weeks, within 24 hours after the center has been closed for a 2-week period
- Any known convictions, pending charges or other offenses of the licensee, group child care center employees or other persons subject to a child care background check that could potentially relate to the care of children at the center or activities of the center
- Any incident related to a child who leaves the premises of the center without the knowledge of the provider or any incident that results in a provider not knowing the whereabouts of a child in attendance at the center
- Any suspected abuse or neglect of a child by an employee or volunteer that was reported, including any incident that results in a child being forcefully shaken or thrown against a surface, hard or soft, while in care
- Any incident involving law enforcement within 24 hours after the occurrence that involves a licensee, a household resident or an employee of the center in an incident that causes, or threatens to cause, physical or serious emotional harm to an individual, including a child in the care of the center or involves any traffic-related incident where a person responsible for the violation transports children in the care of the center
- Any confirmed case of a communicable disease reportable under Chapter DHS 145 in a child enrolled at the center or a person in contact with children at the center, within 24 hours after the center is notified of the diagnosis, noting that the licensee shall also notify the local health department within 24 hours after the center is notified of the diagnosis

YoungStar

Licensed programs are evaluated by YoungStar, Wisconsin's child care quality rating and improvement system. The program gives parents and caregivers the tools and information they need to give their kids a great start and find quality child care that fits their needs. YoungStar also supports Wisconsin's child care providers by offering resources, training, and technical assistance designed to enhance their quality of care. YoungStar is a program created by Wisconsin's Department of Children and Families.

YMCA Administrative Structure

- Program Assistant
- Staff (School Age Group Leader)
- Lead Staff (School age Program Leader)
- Youth Development Coordinator (School Age Program Leader)*
- Youth Development Director (Site Director)*
- Operations Director (Site Director/Administrator)*
- Branch Executive Director*
- Chief Operating Officer
- Chief Executive Officer

*Indicates program leadership team

Non-Discrimination

The Y is committed to providing equal opportunities and does not discriminate by race, color, sex, age, sexual orientation, national origin, religion, creed or differing abilities. The Y will do its best to provide a service for translation/language difficulties if requested by a parent. Refer to The Y delegation of authority for additional needs or services.

Inclusion Statement

The Y believes that all people have the right to take an active role in The Y community through participation and/or contribution.

We will try to accomplish this by developing universally designed activities and opportunities. We believe people with varying abilities share a common healthy spirit. We are confident that our Y can strengthen the foundations of community through a commitment to both the value and practice of diversity. We recognize that inclusion is a process which will grow, develop and become more effective through the efforts of staff, volunteers, membership and the greater community.

Members and program participants who come to The Y with varying abilities are encouraged to contact us to help identify opportunities that can be offered. It is the intent of The Y to include people of varying abilities to the extent that appropriate service and care can be provided.

The Y welcomes all children. If your child has unique needs that require a more specific type of accommodation, please schedule a meeting with the leadership, a minimum of 4 weeks prior to attending program, so we can identify the most effective ways to serve your family.

Feedback, Suggestions & Grievances:

We feel that a positive environment exists when parents and the program work together as partners. Parents provide valuable input which we can use to improve our program. The Y staff at the program appreciate hearing your positive and negative feedback. Our Y staff are committed to providing the BEST experience for each child. If you feel this is not being accomplished, our Y staff want this feedback. A parent wishing to share a concern regarding the program, staff, or program should contact their child's site lead first. Parents are urged to be direct and candid with staff when they have concerns. We ask that these discussions do not disrupt or take attention away from the children. Individual conferences can be scheduled upon request. Any complaints should first be directed to the staff at your program. If you feel that your concern has not been addressed, you may schedule an appointment with the program Director. If you are still dissatisfied with the way a problem has been handled, you may direct your concerns to the Executive Director who will review the situation and respond quickly to find a resolution.

Registration and Schedule

Method of Enrollment

Enrollment forms must be completed online. If needed, you may complete at a computer at The Y by requesting an appointment with a YMCA staff member. Forms must be submitted no later than the Monday of the week prior to the child starting.

There is a two-day minimum enrollment per week.

Enrollment is not guaranteed, as space may be limited due to state licensing requirements.

The Schultz family YMCA encourages parents/guardians to set up a meeting with Youth Development leadership staff to discuss the needs of their individual child prior to starting in the program if they feel this would be beneficial to the program meeting the child's needs.

A child's first 15 days in care, are probationary.

Children's Records

Children who do not have all forms completed and submitted prior to their proposed start date will not be permitted to attend the program until all paperwork is completed and the YMCA has provided the family with an authorized start date.

- Registration & Intake Form
 - o This form must be updated annually for all children enrolled. Parents will be expected to keep the information current.)
 - o The Y encourages you to provide as much information as possible at enrollment so that the program is prepared to provide the best possible care for each program participant.
- Current Immunizations
- Sunscreen and bug spray waiver and policy (kept on site and will be verified with parents)
- Health Report (Children under 5 in school age programming)
- Initial Schedule - including start date
- Items to be completed as needed/applicable to program use:
 - o Provider Payment Agreement
 - o Alternative Arrival/Release (participation in on-site clubs/sports/tutoring/etc)
 - o Medication Authorization form (prescriptions, over-the-counter medications, ointments/creams, etc)

Keeping Child Information Current

It is important that parents keep the Billing Office apprised of changes in contact numbers – home, work and cell – as well as changes of address and/or email addresses.

We will also require:

- Updated emergency contact numbers.
- Changes in authorized pick-up persons.
- Pertinent medical or educational information.

Confidentiality

All children's records will be maintained by staff to insure confidentiality of all personal information. Parents, or persons authorized in writing by parents, may access children's records and reports upon request. Only other agencies with legally authorized access will be able to review records. Staff and volunteers will maintain all information in a confidential manner. In addition, information regarding a child's needs will only be shared with staff that are responsible for the individual.

Access to Children's Records

Parents/guardians have full access to review their child's records. If you would like to see your child's records please call or email in advance to make a request. All parents or guardians have access to their child's records unless restricted by court order.

A Department of Children's and Families Licensing Representative may visit and inspect at any time during licensed hours of operation. A Licensing Representative shall have unrestricted access to the premises identified on the license, including access to children served and staff records and any other materials or other individuals having information concerning compliance with DCF 251 rules.

A representative from the Bureau of Child Care Subsidy Administration may also access children's files, including any Provider/Parent Payment Agreement.

Holiday Closings

Y Care and 4K wrap are available at each school site on full school days as outlined by the school district's board approved calendar. Y Care and 4K Wrap do not operate on half days or early release days as outlined on the school district's board approved calendar.

When school is not in session (according to the school's board approved calendar) The Y provides alternative programming for families on select days at the YMCA. This program is known as "School's Out" and requires additional registration and additional fees. The School's Out program operates with limited capacity.

The School's Out program is not licensed by the State of Wisconsin and therefore cannot accept Wisconsin Shares (WI Shares) payments. Families may apply for YMCA provided financial assistance for Schools Out programming.

The Y School's Out program will not operate on key holidays including: New Year's Day, Memorial Day, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Attendance Policy

Authorized Pick-Up/ Drop Off Persons and Emergency Contact

Your child will not be allowed to leave with another person unless we have been notified in writing prior to pick-up. In order for a person to be placed on the Authorized Pick-Up List, the person must be at least 18 years old and present a valid photo ID.

If an unauthorized person arrives to pick up a child, we will ask that person to leave. If they choose not to leave, we will call the local police department.

Please note that staff are trained to keep the children's safety in mind at all times. Staff may call emergency contacts and/or the local authorities if they believe the parent/pick-up person:

- appears too ill to drive
- has been drinking alcoholic beverages
- appears under the influence of any type of drugs

If the child care provider feels the adult in question is not in a condition to be driving, the following options are available:

- Offer to call other authorized adult to pick up the child.
- Call 911 if the adult is aggressive, threatening, or refuses alternative pickup.
- Care of the child will be discontinued if the situation happens repeatedly.

We understand that these can be uncomfortable situations, our main concern is the safety of all of the children and families. If a parent denies or refuses an alternative pick-up person, we reserve the right to refer the situation to the authorities.

Releasing the Child in a Custody Situation

If there is a custody situation, the program is legally bound to respect the wishes of the parent with legal custody. The Y staff may ask for a certified copy of the most recent court order. As the child's caregiver, it should be made available.

If there is no court order, the program will not accept responsibility for deciding which parent has legal custody.

The program may tell the enrolling parent that the program will not be able to care for the child unless both parents agree as to who is allowed to pick the child up and at what days or times.

Valid Photo ID

Anyone picking up a student must have a valid photo I.D. To be a valid ID, the ID card must have, at a minimum, a visible picture and first and last name. Please be prepared to show your ID each day to pick up your child or children. We will not release any child to an individual who is not authorized to pick up the child.

Check In and Out Policies

Staff will always maintain responsibility for every child while the child is signed into the program. Parents should inform teachers of special instructions for the day at the time of drop off.

Before the child is checked in, or after the child has been checked out of program the authorized pick up is responsible for the child. YMCA staff are responsible for the child when they are checked into the program.

Absence Policy

If your child will not be attending the program on a normally scheduled date. Please notify the program as soon as possible. This can be done by e-mail prior to noon of the day of the absence or by calling the program site cell phone number at any time.

Site Phone Numbers:

- Douglas Y Care: 920-988-6150
- Ixonia Y Care/4K: 262-490-5474
- Johnson Creek Y Care: 262-370-7286
- Schurz Y Care: 262-354-5614
- Webster Y Care: 262-370-6353

If you do not inform staff of the child's absence program staff will work to verify the whereabouts of the child. First they will check with the school office to determine if the child was out of school all day or that the child was picked up early. If we have not received a reported absence and the school is unable to provide any information Y staff will begin to call all parents/guardians and emergency contacts until they are able to determine the whereabouts of the child.

When calling in an absence please notify Y Staff of any communicable illness your child may have.

Late Pick-Up

Our program is licensed and staffed until 6:00 pm. Any pick up after 6:00 pm is considered a late pick up. A late fee of \$1.00 per minute per child will be charged for every minute after 6:00 pm that your child is not picked up. Late fees will be added to the next scheduled draft.

If you are running late, please call the contact number provided in advance so we can plan appropriate staffing and reassure your child.

If staff have not been contacted by 6:00 pm, the emergency contacts will be called. If no one can be reached and your child is not picked up by 6:15 pm, the local authorities will be called.

Chronic late pick-ups may result in termination from the program.

Schedule Change

All schedule changes must be submitted to the Billing Office using the Schedule Change Form. Requests must be received at least four weeks prior to the change for Y Care and by the Monday of the week before the change for Summer Camp.

If you need to discuss schedule changes, please email the Billing Office at billing@glcymca.org.

Payment, Financial Aid and Scholarships

*****Payment must arrive to the Child Care Billing Office by the due date or it is considered late*****

Parents can review their Child's balance, invoices, tax information at any time online by logging into their YMCA account at www.glcymca.org.

Fee Structure:

- Fees are due for:
 - Y-Care on a reoccurring weekly schedule.
 - Camp on a weekly schedule as enrolled.
- Y Care tuition is calculated based on the full school-year calendar, including holidays and scheduled breaks. The total annual cost is evenly divided across all billing periods, so payments remain consistent each week. As a result, families are billed during Thanksgiving, Winter, and Spring breaks, since these are already included in the yearly tuition rate.
- Once tuition is paid, no refunds will be given.
- We do not offer daily or hourly rates.
- **ACH Draft or Credit Card is the required form of payment.**
- You may choose to pay in advance by check if you prefer, but you must still have a current draft form on file. Checks should be made payable to the Glacial Community YMCA.
- A 3% credit card fee will be added to your credit card transaction each time the card is processed.
- Tax information is sent out to the primary account holder in January from our Billing Office.

Registration fees:

- For Y Care & Summer Programming, \$30 per child.
- Registration fees are non-refundable & non-transferable.
- First tuition payment is due prior to the start of the program
- For summer programming the first payment will be processed on the first Friday in May, if you have registered prior to that date, or on the next Friday after that date
- For Y Care the first payment will be processed on the first Friday in August, if you have registered prior to that date, or on the next Friday if registering after that date
- First tuition payment is non-refundable once it has been processed. The fee for the first week of care is non-refundable, but you can still make schedule changes for this week up to 6:00pm of the Monday of the week prior. If you choose less days you will not be refunded the difference. If you add days we will process a separate payment for those additional days.

Multiple Child Discounts:

- Parents with more than one child enrolled in the same program will receive a 10% discount on second and subsequent children. Discounts do not apply across different programs.
- Your discount will be applied to the lowest tuition value.
- The 10% discount does not apply to alternative funding source payments.
- Multiple discounts are not available within the same program.

Past Due and Delinquent Accounts:

- If an account is delinquent in adhering to required payment amounts and/or deadlines, your child(ren) will be suspended from the program until the account is paid in full.
- Continued nonpayment will result in termination of all YMCA services and forfeiture of program placement.
- The Y has the right to work with a collection agency for unpaid balances.

Additional fees:

- Field trips with additional fees/registration will be communicated with advanced notice to families
- A late pickup fee of \$1 per minute per child will be charged for pickups after 6:00 pm. Late pickup fees will be applied to your next draft payment.
- Returned checks and drafts will result in a \$15.00 charge (Returned Payment Fee).
- Drop in fees for single add-on days to an existing schedule will be billed when confirmed and are nonrefundable.
- Children attending Camp without lunch and/or snack, will be billed \$20 per lunch and \$5 per snack (morning and afternoon).

Canceling Services and Program Withdrawal:

- Written notice must be submitted to the Billing Office for all cancellations and withdrawals. For Y Care, notice must be provided at least four weeks in advance. For Summer Camp, cancellations and withdrawals must be submitted by 6:00pm of the Monday of the week prior to the proposed change.
- All schedule changes must be submitted using the electronic change form.

Change in Membership Status:

- Family is responsible for communicating membership status changes to the Billing Office for future drafts. The next draft after notification will reflect the change in membership status and program rate changes accordingly.
- No changes will be processed for past or current week of care.

Financial Assistance and Scholarships

The Y offers financial assistance to parents to help offset the cost of child care. However, we require participants to contact their local county Human Services Office to determine eligibility for WI Shares first.

If eligible, The Y requires authorization to verify the amount Wisconsin Shares will cover.

The family is required to pay in full until the authorization has been given.

After authorization is understood, the family will be required to pay the appropriate Parent Share (co-pay) on the indicated draft dates.

If your family does not qualify for assistance through the state, The Y welcomes you to apply for our financial assistance program. The Y provides financial assistance for families in need through contributions to our Annual Campaign. A sliding fee scale will be used to determine eligibility.

Please contact The Y for additional information regarding this program.

WI Shares Funding

Until authorization for WI Shares is granted, families are responsible for full payment for services provided. Once authorization is provided families are responsible for any remaining balance due by the assigned due date.

Families agree upon receipt of this handbook that it is their responsibility to adhere to the following payment requirements for their child to attend any Y program:

- I agree to initiate payment to the YMCA from MyWICildCare EBT EDGE by the 2nd of every month for the full month prior to care being rendered by calling 1-877-201-7601 or logging into www.ebtedge.com.
- I agree to ensure that all Parent Share (formerly called co-payment) amounts are paid via draft by the required deadlines and understand a late payment fee of \$10 per week will be assessed.
- I am aware that my authorization may change or expire and I will be held responsible for payment

of full tuition until authorization increases or is reinstated.

- I understand no refunds will be provided for any amount paid from MyWICChildCare EBT EDGE.
- I understand that if I am delinquent in adhering to required payment amounts and/or deadlines, my child will be suspended from program until account is paid in full.
- I am aware that the YMCA program is based on enrollment. As a result, fees are due regardless of whether my child attends.
- I understand I must provide a 4-week advanced written notice to the Director of the program and the Billing Office for any cancellations/ withdrawal/ schedule changes.
- I understand MyWICChildCare EBT EDGE cannot be used for: alternative lunches, field trips, School's Out Days, Middle School Transport, or any other Y unlicensed care program.

For additional information and site specific EBT/EDGE numbers please contact Billing Office.

Education & Developmental Policy

Program and Planning

The program's curriculum helps to ensure that children are exposed to activities and opportunities that will prepare them for success in school and into the future. Staff will provide children with experiences which promote all of the following:

- Self-esteem
- Social interaction
- Self-expression
- Communication
- Creative expression
- Large and small muscle development
- Intellectual growth
- Literacy
- Balance of active and calm/quiet activities
- Individual games
- Group games

Religious and Holiday Celebrations

The goal of the program is to provide an appropriate learning experience that encompass cross cultural awareness and acceptance of others. Respect will be demonstrated for all individuals.

Y Care and Camp:

When appropriate, activities will be encouraged to encompass cross cultural awareness and acceptance of others. Specific religious practices will not be utilized in programming.

Character Counts

At the Y, we believe that character counts in everything we say and do. We emphasize five core values through our program. We hope that all of our staff, children, and parents will join us in teaching each other about what it means to be a person of character. The five core values are:

Honesty: Being honest, dependable, and loyal.

Caring: Being kind, compassionate, and understating, showing love and charity to others.

Respect: Showing courtesy and manners.

Responsibility: Being accountable and being helpful to others.

Faith: Hearts being open to all and having confidence in one's self.

Referrals

When a staff or parent has concerns about a child's growth or development, a referral to the local public school should be considered to determine if the child is eligible for special services. Wisconsin has an information and referral service for persons with questions or concerns about a child's development called Well Badger Resource Center that is available to the public 24 hours a day, 7 days a week. When a call is placed to Well Badger Resource Center at 1-800-642-7837, the caller will learn about early intervention services as well as other related services in the area.

Program Activities: Y-Care & Summer Camp

Y-Care will provide each child with experiences to encourage several areas of age-appropriate development, including large/small motor, creative, social, intellectual, and cognitive opportunities.

The Y program and curriculum is designed to encourage children to build healthy, positive attitudes and to acquire competencies and skills through a variety of work and play experiences which incorporate our 5 Core Values (Honesty, Caring, Respect, Responsibility & Faith). We utilize the School-Age Curricular Framework (SACF) as a model to build and improve our programming as we integrate character development standards into daily operations.

Outdoor Activities

Programs will have a dedicated outdoor gross motor time daily for a minimum of 10 minutes unless there is inclement weather. Each site will utilize outside blacktops, playgrounds, and fields as permitted by the school and will use spaces vacant from other groups or community participants. Age appropriate equipment will be provided for all ages to explore, play and learn. Staff will supervise and interact with the children while they are outdoors.

YMCA Programming will follow these guidelines for dressing appropriately for outside activity:

- 39° and below: Coat zipped up, hat and gloves on
 - o If no gloves, hands must remain in pockets
 - o If no hat, they must have a hood on
- 40°–49°: Coat must be worn and zipped
- 50°–59°: Light coat or sweater/sweatshirt, may choose to have zipped or unzipped
- 60°+: Outdoor clothing at their own choosing
- Boots must be worn to walk in the snow
- Snow pants must be worn to play in the snow

Inclement Weather (Air Quality Index and Temperature)

Outdoor activities will be canceled in the event of inclement weather. If the forecast is for an Air Quality Index (AQI) of 101 or above (Code Orange), children will remain indoors. If the heat index is 90 degrees or more, children will remain indoors. If the wind chill is below 0 degrees, all children will remain indoors. If it is raining, thundering or lightning children will remain indoors.

Child Guidance Policy

The goal of The Y is to guide children in becoming cooperative, good-natured, and responsible participants through positive, non-threatening teaching techniques involving problem solving, communication, and negotiation skills. Environmental arrangements and setting of limits shall be carried out -to help each child learn self-control, make good choices, identify feelings, and develop a healthy understanding and respect for others. Staff will regularly communicate with parents at pick up regarding their child's day.

Child Guidance

Children will learn and practice using communication and negotiation to settle any disputes that arise between them. Staff will be in close proximity to the situation to encourage children and help facilitate problem solving skills.

If a child is upset or crying, staff will do what they can to comfort and reassure the child using appropriate methods. Methods include but are not limited to: review child file information, utilize support from parents with new techniques, provide alternative activities, interactions with other staff, or provide a change of scenery.

We emphasize positive, age-appropriate discipline techniques which guide and reinforce the desired behaviors and at the same time establish guidelines and expectations. At all times, staff are guided by the principle that all children and adults deserve to be treated in a respectful and caring manner. Participants are expected to treat their peers and staff with respect and abide by all rules. Students are encouraged to ask questions to better understand the rules and expectations. Individuals are held responsible for their actions. Staff members encourage the appropriate behaviors by modeling the expectations in a clear and consistent manner. Students are expected to participate in daily activities which adhere to the core values.

Discipline

As a parent you can expect the following:

- Developmentally appropriate expectations for children
- Positive redirection
- Logical and appropriate consequences
- Role modeling appropriate behaviors
- Staff will use discretion when addressing minor misbehaviors, responding in age-appropriate ways
- Consistent expectations
- Each child will be treated as an individual, staff will respect his/her needs, desires, and feelings
- Acknowledgment when a child has made a good choice.
- Teamwork and communication with parents/guardians
- A center may use a time out period to handle a child's unacceptable behavior only if all of the following conditions are met:
 1. Child is three years of age or older
 2. Child care worker offers the child a time out period in a non-humiliating manner.
 3. Time out period does not exceed three minutes
 4. Child is not isolated.
 5. Child is not removed from the classroom setting.
 6. If the child care worker needs additional support another childcare worker will be called in to assist.
- Time outs may be given but are not used as a first response to a child's behavior and may not exceed three minutes.

No discipline will be allowed which is humiliating or frightening such as:

- Spanking, hitting, punching, shaking, or inflicting any other form of corporal punishment.
- Verbal abuse, threats or derogatory remarks about self or family.
- Restricting movement or enclosing in a confined space such as a closet, locked room, or alternate space.
- Withholding or forcing meals or snacks.
- There shall be no punishment related to food, naps or toilet training, or scaring children into compliance or threatening to tell their parents.

Verbal Discussions

The Y staff will address and redirect inappropriate behavior. When a behavior warrants, one of the staff will verbally discuss the behavior with the child. If the staff deems it useful, they may use a written document to help the child process the event and decipher better choices or options for the next time. These situations will also be discussed with the parent upon pick up so that the parent can be involved in the problem-solving process.

Guidance Techniques and Approach

When children are actively engaged with their peers, staff, and the curriculum, behavioral guidance is rarely needed. However, when situations arise, staff use a variety of positive guidance strategies. These include setting clear and consistent limits, modeling appropriate behavior, structuring the environment to support success, keeping children engaged through a variety of activities, offering choices, teaching appropriate alternatives, anticipating challenges, redirecting behavior, and using logical and developmentally appropriate consequences.

If these less intrusive strategies are not effective and a child's behavior poses a risk to themselves, others, or staff, the child may be briefly separated from the group to regain control. Separation from the group will be no longer than 3 minutes. The safety and well-being of all children in the program is our highest priority.

Distraught Children

When a child is crying, fussy, or distraught staff will work to calm and comfort the child in ways that are age appropriate for the child's age and personal disposition. This may include stroking their back, cuddling, rocking; offering a drink; acknowledging the child's fear, separation sadness, or conflict; distracting or redirecting to another activity; talking calmly with the child about how they are feeling or what has happened. If the unhappiness persists staff may contact a parent/guardian to share what is occurring and inquire if they have any other ideas to try or if this might indicate onset of an illness.

Chronic Disruptive or Aggressive Behavior

At any point the Y reserves the right to request that a child be picked up within the hour of an incident, begin a suspension, or immediate dismissal from the program.

When children display concerning behaviors, staff will work with parents to identify tools to support behavioral change for the child's success. This may include daily behavior tracking, goal setting, daily communications with parents or school staff – all to minimize the undesired behaviors in the program setting.

Incident

If a child's behavior continues to pose a physical or emotional risk to themselves, other children, or staff despite the use of positive guidance strategies, or if a parent/guardian is unwilling to collaborate with staff to address ongoing concerns, YMCA leadership may request a parent meeting. During this meeting, specific behaviors of concern will be clearly identified, and a written plan outlining goals and strategies for improvement will be developed.

Parent Meeting

For a parent meeting, you can anticipate the following:

- Goals for the meeting set by the program director
- Staff will be included in the discussion and planning (when possible)
- Parents are expected to come to parent meetings ready to discuss strategies that have worked at home or in other areas of the child's life, specifically outside of program.

When appropriate, the Y may request to connect with additional resources to collaboratively use strategies and approaches. In order for the Y to communicate with outside agencies a release of information (ROI) will need to be signed by parents/guardians prior to Y staff connecting with outside resources. Resources that may be contacted include:

- School Teachers, Counselor, or additional resources
- Head Start Teachers
- Other professionals, as needed

Additional Observation and Recommendations

We recognize that no single staff member may have all the necessary resources to address every situation. When appropriate, staff will consult with other qualified professionals within the organization to develop additional strategies that support your child's success in the program. All personnel involved will maintain strict confidentiality regarding the matter. Any recommended strategies, observations, and updates will be communicated to parents/guardians in a timely and professional manner.

Suspension & Dismissal

If no progress occurs despite interventions, or a behavior is deemed severe (at the discretion of leadership), a suspension will result. The period of suspension may range in duration from the remainder of the day to longer. Parents will be responsible for payment during the length of the suspension.

Dismissal of the child may occur after a suspension for the same behavior, or immediately if the child's behavior is disruptive, aggressive or harmful to themselves or others. The Y reserves the right to terminate without notification.

For the safety of all children and staff, any physical or verbal abuse from a parental figure will be grounds for immediate dismissal.

Discrimination Issues

If you feel your child/family has been discharged due to discrimination, please bring these concerns to the director for a thorough review. It is our policy to never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, disability, ancestry, sexual orientation, or any other state or Federal protected class.

Appeal Process

Should you disagree with the termination of your child for any reason, please discuss your concerns with the director. Branch Executive Director or association Chief Executive Officer will make the final decision.

Reasons for Discharge from Program

Discharge from program could result for any of the following reasons:

- Non-payment of tuition and/or fees (grounds for immediate termination, without notice)
- Lack of parent/guardian cooperation
- Inability of the YMCA program to meet the needs of the child. The program director will consult with the parent/guardian concerning how any problems might be solved before ending services.
- Repeated failure to pick up the child at the scheduled time.
- Failure to complete and return required forms by the due date.
- Any family member or representative treating program staff with disrespect, abusive language, violence, or threat of violence (grounds for immediate termination without notice).

Prevention of Child Abuse and/or Neglect

- Staff and volunteers will be alert to the physical and emotional state of all children at the program. When any sign of injury or suspected child abuse is detected, the Leadership Team will be notified immediately, and Child Protective Services will be called. 911 will be called if there is an immediate threat to a child's safety.
- The Y will offer information on child abuse prevention and assistance to parents and staff through workshops, counseling, and use of printed and audiovisual resources as requested.
- Under no circumstances will Y staff release a child to anyone other than the authorized parents, guardians, or to an individual authorized by the parents in writing (including relatives of children). Sign-in and sign-out logs will be maintained daily and kept on file at The Y.
- Y staff and volunteers will not discipline children by use of physical, verbal, or emotional punishment. In addition, they will not fail to provide the necessities of care, such as food and shelter.
- Three reference checks on all prospective employees will be conducted, documented and filed prior to employment.
- Criminal record checks, including but not limited to background checks and finger print identification, are conducted on all Y staff and volunteers working with or around children.
- All staff will complete a Y-USA-approved Child Abuse Prevention training within the first 90 days of employment and renew the training every two years. This training will include information about the signs of possible child abuse and neglect and the approved procedures for reporting the suspicion of abuse and/or neglect.
- Any evidence of unusual bruises, lacerations, or burns found during an informal health check shall be noted in the medical log journal and reported immediately to the Leadership Team. The staff will follow the procedures for reporting child abuse and neglect.
- Written reports on observations will be maintained by the program Director.

Reporting of Child Abuse/Neglect

When there is suspicion of child abuse or neglect, Child Protective Services and the Department of Children and Families must be notified immediately.

The program will follow these reporting procedures:

- Fill out an incident report with the facts and record it in the Medical Log.
- Notify the leadership team
- Y Staff will immediately notify Child Protective Services or local law enforcement and the department of Children and Families. This agency will conduct the investigation and give further instructions.
- In the event the reported incident involves a Y employee or volunteer, the program Director will, without exception, suspend the person from all activities involving the supervision of children until an investigation is completed.
- If it is believed that a child is in imminent danger 911 will be called immediately.

Regardless of where or under what circumstances an alleged incident took place, if a Y employee is involved, it will be considered job-related and affect job performance. Reinstatement of a staff member or volunteer will occur only after all allegations have been cleared to the satisfaction of the responsible executive and the investigating agency.

All staff and volunteers will be sensitive to the need for confidentiality in the handling of information and will be instructed to only discuss matters pertaining to abuse or suspected abuse and/or neglect with the appropriate Y director. Staff and volunteers may not contact children or parents involved in an alleged child abuse and/or neglect incident without the permission of the appropriate Y executive.

Requirement to Report

Wisconsin maintains a mandatory child abuse reporting law. Those who by nature of their employment have contact with children are mandated reporters. To combat child abuse and neglect problems and in compliance with Wisconsin state law, any staff or volunteer personnel that has a reasonable cause to suspect that a child participating in a Y program has been abused or neglected or has reason to believe that a child has been threatened with injury and that abuse will occur, shall immediately contact the Program Director or Branch Executive Director in accordance with established procedures. If there is reasonable cause to suspect that a child has been abused or neglected, Child Protective Services or the local law enforcement agency is contacted.

Abusive Head Trauma

Abusive Head Trauma occurs when an infant or young child is violently shaken. The shaking may only last a few seconds, but it can cause severe brain damage and even death. Effective April 1, 2007, the law requires everyone who works directly with children 5 years of age and younger to complete training on Abusive Head Trauma. The law requires each person to be trained only once. The training will be provided to all new employees as they are hired with our program.

Health Care Policy

III Child

The Y does not provide care for children who represent risk of spreading a communicable disease or who are not able to participate in activities (mildly ill). Mildly ill is defined as having any of the following symptoms: elevated temperature 100.4 (normal temperature is 98.6 degrees), severe and/or persistent coughing, yellow or green nose drainage, diarrhea and/or vomiting, conjunctivitis (pink eye), difficult or rapid breathing, untreated infected skin patch(es), evidence of lice, scabies, or other parasitic infestation. If a child is found to be mildly ill the parent/guardian will be called to pick up their child within an hour. It is required that a child remain home for at least 24 hours after a parent has been requested to take the child home because of symptoms of illness. The Y reserves the right to require a doctor's release if the child's health is in question.

If you feel your child is too sick to go outside, play, or join in normal activities do not send your child to program.

Communicable Diseases

If your child has been diagnosed with a communicable disease, we ask that you share the diagnosis with Y staff, so that we are able to post a notification of exposure for other families who may have been in contact with your child.

Below are some illnesses that affect children and may require exclusion. If a child contracts a communicable disease not listed on the chart below, the staff will work with families on a case by case basis. The Y reserves the right to exclude services if we feel it is not safe for other families, staff or volunteers. The Y follows the recommendations of the Wisconsin Department of Health Services.

*Depending on the communicable disease we may need to report to the Wisconsin Department of Health Services and to Department of Child and Family Services.

Chicken Pox *Report within 72 hours	Child may return when all sores are dry or scabbed or 5-6 days after rash has begun.
Diarrhea	24 hours after diarrhea stops or until medical exam indicates that is not due to communicable disease (diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or watery, bloody or mucus containing stools). Parents will be called to come and get their child after 3 episodes of diarrhea within the day or 2 within an hour.
Eye Drainage (Pink Eye/ Conjunctivitis)	24 hours after treatment has started.
Fever	Children will be sent home with a temperature of 100.4 degrees or higher. Child may return after being 24 hours fever free (without fever reducing medications.)
Fifth's Disease	If other rash-causing illnesses are ruled out, children will be excluded until fever subsides. Pregnant women who are exposed need to consult their doctor.
Hand, Foot and Mouth Disease	Child may return when fever is gone and child is well enough to participate in normal activities (lesions or rash may still be present.)
Head Lice	Child may return after first treatment is completed and no live lice (nits) are seen. Continued nits may be cause for exclusion

Impetigo	Child will be excluded until lesions have crusted or until 24 hours after antibiotic treatment has been initiated.
Influenza	Child will be excluded for the duration of the illness. Could be excluded for up to 7+ days.
RSV	Child may return when child is without fever for 24 hours (without fever reducing medicine) and is able to participate in normal activities
Scarlet Fever	Child will be excluded until 24 hours after antibiotic therapy is instituted.
Strep Throat	May return 24 hours after antibiotic treatment begins and until the child is without fever for 24 hours (without fever reducing medications)
Vomiting	24 hours after last vomiting episode. Children are sent home immediately after vomiting.
Whooping Cough *Report within 24 hours	Child will be excluded until 5+ days after initiation of appropriate antibiotic therapy, or for 21+ days after cough onset if untreated.

Isolation

An isolation area in view of staff shall be provided for the care of children who become ill while in program. If the area is not a separate room, it shall be separated from the space used by the other children. Parents are required to have the child picked up within one hour of notification. Emergency contacts will be contacted if the site is unable to get in contact with a parent/guardian.

Medical Log

The Y staff will maintain a medical log that tracks all medication administered, accidents or injuries occurring on-site, marked changes in a child's behavior or appearance, or any observations of injuries to a child's body received outside of the program's care. When an injury or accident occurs, parents will be notified by Y staff. All parents are able to access the medical log regarding their child by request to the program director.

Medical logbooks must have stitched bindings with lined and numbered pages. Pages may not be removed from the medical logbook.

Medical Log Responsibilities, Entries and Review

- Each program site maintains a medical logbook that records information about the following:
- Any evidence of unusual injuries to the child's body (bruises, cuts, etc.)
- Any injuries a child received while in care: entries need to include the child's name, date and time of injury, and a brief, objective description of the situation
- Any medication dispensed to a child and the date the medication is dispensed, with all entries including the child's name, date and time the medication was given, type of medication, dosage of medication, and the signature of the person administering the medication
- Any incident or accident that occurs when a child is in the care of the program and the child requires professional medical attention

Program leadership staff review the logbook every 6 months to ensure proper health and safety measures are being taken. The person reviewing the logbook will sign and date the review in the medical logbook to demonstrate compliance.

Cleanliness

Staff and children's hands will be washed with anti-bacterial soap and water: upon entering the classroom, before and after eating, before and after using sensory activities, after using the bathroom, after art activities, after coughing, and sneezing.

Potty Training (Y Care/ Camp)

Children should be fully potty trained before their first day of attendance, or have met with the director a minimum of four weeks in advance to their start date to evaluate accommodation plans. Wet or soiled clothing will be changed promptly from an available supply of clean clothing. Parents must supply the program with clean clothing. Parents will be called immediately to pick up within an hour if no clean clothing is available. If staff are needed to assist a child to change wet or soiled clothing 2 staff will always be present during this process to ensure the safety of all involved.

Medication

The Y staff cannot administer any medications, unless the following guidelines are met:

- Parents must fill out and sign a Medication Authorization form which gives our staff permission and full instructions for administering the medicine.
- The medication is in its original container and clearly labeled with the child's name. The medication is not expired. All medications administered will be recorded in the medical log.
- Prescription medicines must have the following information on the container: child's name, name of drug, dosage, directions for administering, date prescribed, and the physician's name.
- Be sure all medications are given directly to a staff member with appropriate paperwork.

Medications will be placed in a secure location out of the reach of the children. Medication that requires refrigeration will be kept in a separate area within the refrigerator clearly labeled "medication".

Missed medicine dosages or other problems related to medication will be communicated to the parents immediately.

Paperwork must be complete for sunscreen and bug spray to be applied and reviewed every 6 months.

Injury

Injuries and accidents while in program will be documented in the medical log and with a YMCA accident/incident form. Documentation will include (at a minimum): initial accident details, treatment provided, staff providing care, parent communications, follow up from the accident and all notable details. Confidentiality is maintained for other children involved.

Minor Injury: The Y staff will administer first aid and attempt to contact a parent or guardian, or communicate at the time of pick up from the program.

Major Injury: In the event of an emergency, 911 will be called first. Each program site will have an Emergency Procedure Plan that identifies specific guidance for staff, what location to utilize and local emergency phone numbers. If your child is injured while in program, the Y staff will take whatever steps are necessary to obtain emergency medical care.

First aid kits are present at all sites and include: ice packs, bandages, gauze, and wet naps at a minimum. Standard first aid practices will be followed for all injuries; both minor and serious. Superficial wounds will be cleansed with soap and water only. Universal precautions are used in dealing with bodily secretions. Staff will always use gloves in cases of bodily fluids. Gloves will be disposed of in a red biohazard bag.

Allergic Reactions

Each child with an allergy will have a written care plan that includes instruction regarding the allergens, steps to be taken to avoid the allergen, and a detailed treatment plan in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications (such as an epinephrine auto-injector or epi-pen). The care plan will include specific symptoms that would indicate the need to administer medication. Program staff will review allergic reaction protocols at least two times per year to ensure each child's safety and well-being.

Staff Training

All staff have training in infant and child CPR, AED and first aid techniques. This certification will be updated every 2 years.

Leadership staff may have additional training in Emergency Medical Responder techniques.

Emergency Medical Facilities and Procedures

If contact with a parent/guardian or emergency contact cannot be made, we will do any or all of the following: Call an ambulance; have the child taken to the emergency room at local hospital in the company of a staff person, or to the nearest hospital when on field trips. Staff are aware of all medical facilities for field trips and have all emergency contact information with them. Emergency medical care will be obtained if warranted by staff after these steps have been taken. Lastly an attempt to contact any of the persons listed as an emergency contact will be made.

The programs will utilize the nearest medical facility for serious medical incidents. In these situations, 911 will be called. All expenses incurred in an emergency situation shall be borne by the child's family.

Universal Precautions

All staff shall follow universal precautions when exposed to blood or blood-containing bodily fluids, in accordance with state licensing requirements. Universal precautions include the use of single-use disposable gloves, appropriate personal protective equipment, and proper handwashing procedures. Hands shall be washed immediately with soap and warm running water after contact with blood, bodily fluids, or contaminated surfaces. Disposable gloves shall be worn whenever there is a reasonable expectation of contact with blood, bodily fluids, or items contaminated with such substances. Gloves shall be discarded after each use and shall not be reused. Hands shall be washed immediately after glove removal.

Surfaces, equipment, and materials contaminated with blood, vomit, urine, feces, or other bodily fluids shall be promptly cleaned and disinfected using an approved disinfectant in accordance with licensing and health standards.

Sanitation

All cleaning compounds, detergents, sanitizers, and other potentially hazardous substances shall be stored in areas inaccessible to children.

Furnishings, toys, cots, and mats shall be maintained in a clean and sanitary condition and shall be cleaned and disinfected when soiled or contaminated.

Eating surfaces shall be cleaned and sanitized before and after each use.

Handwashing Procedure

Proper hand hygiene shall be practiced by both staff and children, as unwashed hands are a primary source of the spread of illness. Staff and children shall wash their hands with soap and warm running water upon entering the classroom; after toileting or diapering; before and after meals and snacks; before and after sensory activities; after art activities; and after blowing their nose, coughing, or sneezing.

Health Care Documentation

- 4-year-olds shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the program, and a follow up examination at least once every 2 years thereafter. This health exam must be documented on a Child Health Report Form that is signed and dated by a licensed physician, physician assistant or other EPSDT provider or a printed copy of the child's most recent Well Check After Visit Summary.
- Children 5 years of age and over are not required to have a health exam.
- Completed enrollment forms including the portion regarding health history.
- If needed, Authorization to Administer Medication.
- Additional requested medical forms based on the care needs of the child (allergies, seizures, differing abilities, etc.).
- Record of current immunizations or a signed immunization waiver form.

** If there are changes to your child's health or they develop new allergies please update your child's health history and emergency care plan on their enrollment forms.

Emergency Plan and Closing Policies

Emergency Drills & Closing

Y staff are trained in all emergency procedures. All drills (fire, tornado and threat) are practiced monthly. Program staff receive information of tornado watches or warnings from a weather radio or via text alerts from local weather sources, as well as other internet alerts. In inclement weather all necessary precautions will be taken to ensure the safety of the entire group. Y leadership staff and supervisors are responsible for monitoring weather or other threats at all times.

Y Leadership and staff will initiate evacuation procedures if advised by authorities, based on the situation. Children will be safely escorted from the facility, with a copy of the child's emergency information and a first aid kit. All families will receive communication regarding the situation as soon as possible and if necessary, reunification steps will be communicated.

The Y has an individual designated as the emergency contact for each location. This person will be available to respond to emergencies within 5 minutes.

Emergency Evacuation

Plans for emergency evacuation are posted at each program site. The plans specify the location to report to in case of a tornado and the exit to use in case of a fire or other threatening situation. In the event that an evacuation is necessary all families will receive communication regarding the situation as soon as possible and reunification steps will be outlined.

Emergency supplies (flashlights, blankets, radio, extra batteries) are available for staff to access in case of an emergency. Children with disabilities will be assigned to a specific staff to make sure they have been properly evacuated. Emergency numbers will be posted by any landline phones and programmed into cell phones. All families will receive communication regarding the situation as soon as possible and, as necessary, reunification steps will be communicated.

Y Care programs will be transported to the local YMCA or another close by location if space permits. Camps will be transported to either The Y or another YMCA operating location (whichever is closer in proximity).

In the event of other emergencies – such as a flood, extreme heat or cold, loss of building services (heat, water, power, etc.), human caused events (threats, allergic reactions, vehicle incidents) or other circumstances requiring immediate attention – The Y will follow our anticipated emergency response plan and direction will be provided from leadership to manage the situation with local authorities advisory. Communications to all families involved will be made as soon as possible.

Should the facility become unusable due to plumbing, electrical, etc. during the day, the children will need to be picked up from the program location within the hour. For this emergency, communications will be made in a timely manner.

Transportation in Emergencies

The Y will transport children in Y insured vehicles in the event of an emergency. If we transport children in Y vehicles, staff who drive The Y vehicles will hold a valid driver's license and have a full driver's record on file. Seatbelts will be used in Y vehicles. Staff will take a cell phone, children's emergency information, the attendance list, any needed medication, and a First Aid kit when away from the program. We follow all the same emergency and First Aid procedures as we would while at the program.

Transportation will happen with Y vehicles or a transportation company. All vehicles will have first aid equipment.

Fire Alarm Evacuation

If the fire alarm sounds, staff will have group roster and staff and children will proceed quickly and quietly to the nearest exit using the predetermined fire evacuation route. Once children are out of the building, the group will gather in the predetermined fire evacuation spot and staff will perform a face to name check. Children and staff will remain in the evacuation spot until authorities give the all clear. If the all clear is not given, parents will be notified and expected to pick up their children immediately.

Gas Leak Evacuation

A supervisor will call the gas company, everyone will evacuate the building immediately, and will not close doors, or turn the lights on and off.

Power Loss

If The Y program is unable to restore power within 20 minutes parents will be called to pick up their child. Our emergency lighting/heating is only available on a limited basis. In a power loss, land lines will be unavailable and cell phone service may be limited.

School Closing and Snow Day

Emergency closings of any school also apply to The Y program within the school. If the school is not open, Y care is not available. In the case of a late/delayed start, the before school portion of our program would not be open, but the after-school portion would run as usual. In the case that a school closes during the school day, the after-school program would close as well. If a school were to announce its closing after children have already been dropped off at a before school program, parents would be contacted and would need to pick up their children immediately (within the hour). In the case that the district's 4K classes are closed that day, our 4K Wrap programs will not operate.

If a school were to cancel all after-school activities due to weather this will not affect Y Care after school programming. Y care will run as scheduled, but parents are requested to pick up children as soon as possible so that YMCA staff can also get home safely.

Tornado Evacuation

Children will be lined up and staff will perform a face-to-name check. The group will proceed quickly to the designated tornado shelter area and staff will perform a face to name check of all children in their care. The children will sit in an alert position and move to a safety stance position of kneeling down on the floor, sitting on their feet, putting head on knees and clasping hands behind their neck. Staff will keep children in the tornado shelter until staff receives an all clear. Each location has a designated tornado shelter/safe location onsite.

Missing Child

In the event of a missing child the Y will maintains the State of Wisconsin Department of Health and Family Services, Division of Children and Family Services ratios at all times. Extra staff and volunteers will be called in to support the search.

Our staff members receive training on supervising and managing a group of children while on and off site. Continuous head counts maintain attention on every child's location and activities. Staff members also count the number of children they have anytime they leave and return to the premises as well as periodically during excursions outside of the classroom. These headcounts reflect the number of children that are signed into our care at any given time. Should a child be missing, the staff will search the building and grounds completely as well as calling the police and parents immediately.

If a student cannot be located, the following steps will be followed:

- Y staff will confirm with other staff that the child did not ask to use the bathroom, get something from their backpack, got picked up, etc.
- If possible Y staff will confirm with the office that the child did not go home or get picked up by a parent/authorized pick up.
- One Y staff will begin an initial search in and around the program area including bathrooms, hallways, and area last visited. Other staff will remain with the larger group.
- Parents will be notified about the situation and program leadership will support as possible.
- Law enforcement will be called.
- Extra staff and volunteers will be called to assist in the search.

For procedures on a missing camper during water activity please see page Waterfront Activities.

Emergency Contact Person

If there is only one staff person on site with eight or fewer children, we will ensure that an emergency provider is available to arrive at the site within five minutes. This person will be trained on Shaken Baby Syndrome (SBS)/Abusive Head Trauma (AHT) Prevention and will sign a document agreeing to serve as an emergency back up.

Emergency Phone Numbers

Emergency phone numbers, the site's address, and the site's phone number will be posted at each site location.

Emergency Supplies

A radio and flashlight, with extra batteries for both, first aid kit, water, and blankets will be kept at each program site.

Nutrition Policy

We provide nutritious and appetizing snacks that meet the U.S.D.A requirements. All snacks provided by the Y will be age appropriate for children with the ability to eat table foods.

Special Diet Needs and Allergies

Children's specific needs and allergies must be listed on the enrollment forms and will be posted at the program site for Y staff only. Our menus are developed to meet State Licensing Guidelines. When possible, The Y will provide alternative offerings to accommodate a child's special dietary needs or allergies. If a child cannot eat from our menu due to significant dietary needs, parents must substitute with options from home. Parents may need to provide snacks for children requiring specialty menus such as vegetarian or kosher if The Y is not able to meet the needs of the family.

Dietary Accommodations

If a child requires a menu substitution due to a food allergy or intolerance, a valid medical statement signed by a licensed healthcare professional must be on file. The statement must include a description of impairment and how to accommodate the impairment (foods to be avoided and recommended substitutions). The program will offer reasonable modifications as specified on the medical statement.

If a child has a special dietary need that is not medically related they must have a statement on file that lists specific foods that will be provided by the family.

Snack and Meal Time Socialization

Snack and meal times will include meaningful conversation and will promote social interaction, encourage good table manners and develop sound nutritional habits. Staff will model healthy eating behaviors in the presence of children, refraining from eating or drinking non-nutritious items in front of children. Often, staff will spend time talking with children about nutritious foods and drinks. Children will be encouraged to clean up after themselves.

Treats and Special Celebrations

Students are more than welcome to bring birthday or other special occasion treats, although advanced notice would be preferred. Please consider the nutritional value of any snacks that you bring. Some suggestions are fruit, muffins, Jell-o cups, chips and salsa, animal crackers, etc. Due to the number of children with food allergies, please check with staff if you are planning to bring a treat. No products containing peanuts or nuts may be brought. Another alternative to food treats for a birthday is to donate a book, or special activity in honor of your child's special day. Arrangements can be made in advance with staff for a parent or grandparent to read the book during a special classroom visit. We will be glad to place a sticker in the book or activity donated honoring the child's birthday celebration.

Food Storage

Food will be stored off the floor and in air-tight containers after opening. Containers will be labeled with product type, expiration date if the package is no longer available, and date the package was opened. Fresh produce and/or dairy will be kept no longer than seven days from when it was opened. Food that was prepared/cooked but not served will be dated, refrigerated promptly and used within 36 hours or frozen immediately for use within six months.

Staff, Parent & Volunteer Policy

Staff/Volunteer/Substitute Policy

Staff and volunteers providing direct care for children will be identified by a badge/name tag that is familiar to the children. The Leadership Team will visit program sites to ensure that program quality, standards and policies are being maintained.

All staff and volunteers are trained professionals who have expertise in educating and caring for young children and supporting working families. Prior to employment, staff go through an extensive interview process, background checks and reference checks. After staff are hired, they receive an orientation and training prior to being counted in ratio. The orientation includes, but is not limited to, a review of the following policies:

- DCF 251 licensing rules
- Abusive Head Trauma
- Y Policies and Procedures
- Emergency procedures
- Fire extinguisher use training
- Job responsibilities and job description
- Training to recognize illness and disease
- Child management techniques
- Curriculum & Daily Schedules
- Safety/Security of children including child abuse and neglect & tracking procedures
- Health and sanitation
- Confidentiality practices
- Absent Child procedures
- Child Abuse & Neglect Prevention (before working with children and renewed annually)
- Inclusion practices
- Hazardous Chemical Procedures
- Bloodborne Pathogen Training

Within the first 90 days all staff are required to complete the following:

- First Aid
- CPR
- AED

*All staff and volunteers receive ongoing professional development and trainings.
All professional development and training are tracked by the Y.

Student Observers/Student Teachers/Interns

On occasion, the program may have student observers, student teachers, or interns referred by a high school or college. These individuals will be supervised by the Director, Coordinator or assigned Lead Teacher. They may be involved in lesson planning, teaching, and interacting with your child. Any visiting students will be expected to abide by our confidentiality policy. These individuals will never be left alone with children and will not be counted in determining teacher/child ratios.

Family Volunteers/Access to the site

We encourage family members to actively participate in our programs. We love for families to share their knowledge, experiences, and careers or just read a book to the children. Our staff would welcome families to assist in preparing materials or doing activities with the children. Parents are always welcome to observe their child(ren) or to visit unannounced.

Parental Involvement & Communication

The Y strongly encourages parents to become involved. There are many ways to do this:

- Showing interest in your child's activities.
- Reading newsletters and taking time to discuss your child's day with the staff.
- Attending special functions.
- Sharing hobbies, talents, skills, and careers with the children upon request.
- Talking with your child about their day.

Our staff will include parents in the following ways:

- Daily Verbal Reports - As parents arrive or pick up their children staff members give key feedback about their child's day.
- Special Events - Parents are invited to various special events-watch the site newsletters for announcements.

Parent Feedback

Parents are given the opportunity to complete a satisfaction survey in which they are asked to rate various aspects of the program and provide feedback. The Y uses the data from the surveys to drive new initiatives, develop staff training opportunities, and improve our programs to better meet the needs of the families we serve.

Parents are welcome to provide verbal or written feedback to the staff at anytime.

If there are issues or concerns that need to be discussed, parents/guardians should arrange a convenient time to talk with the director and/or staff team.

Babysitting

Occasionally parents seek to employ YMCA staff for off-site daycare/babysitting services. The Glacial Community Y does not prohibit staff members from such employment; however, this is a private arrangement between the parent and staff member. The Y makes no representation as to the qualifications of staff to perform these services. Staff are not permitted to accept or arrange such employment during their working hours, and parents are requested not to approach staff during The Y program hours.

Other Policies and Information

Alcohol, Drug, and Fire Arm Free Environment

In accordance with the mission statement of The Y, we are committed to protecting the safety, health and well-being of all children and other individuals in facility by providing an environment that builds healthy spirit, mind and body for all. We recognize that alcohol abuse, drug use, and fire arms pose a significant threat to our goals. We have established a drug & alcohol-free program that balances our respect for individuals, with the need to maintain an alcohol and drug-free environment.

Anti-Idling

To prevent children from inhaling harmful car exhaust, all vehicles are required to turn off their engines within the facility's designated drop off/pick up area.

Media Release

At various times throughout the year we will be taking photographs or videos of children for educational and decoration purposes (i.e.: photos on bulletin boards.) The program may also use photos and/or videos in marketing materials. In the event that we would publish a photograph or video (i.e.: program guide, brochures, or newspaper) we would refer to the registration agreement indicating permission. Please be aware that we do allow parents to take photographs and/or video during special performances/events.

Pets

Pets will only be allowed in program if prearranged with Y staff. Pets will be treated in a manner that protects the well-being of the child and animal. Children with allergies will not have direct contact with animals. The program will not house permanent pets/animals. Parents will be notified of any animal visitors.

Smoke & Tobacco Free

Because the Y is committed to promoting healthy living; all facilities, programs, vehicles, and property are smoke & tobacco free. This includes usage of any form of tobacco, vapor, or e-cigarettes.

Social Networking Policy

When using social media, employees and families shall refrain from posting images of persons without their consent and knowledge. Any social media postings that pertain to YMCA child care programs will follow other policies that apply to its use, including, for example, The Y's policies on confidentiality, preventing child abuse, harassment prevention, and use of electronic communications systems.

Y Care – Before and After Schol Programs

Licensing

The YMCA Y-Care Before and After School and 4K Wrap Programs and summer day camp are licensed through the Department of Children and Families (www.dcf.wisconsin.gov) DCF 251: Group Child Care Centers. Each program is inspected regularly to ensure that programs meet licensing rules.

Hours of operation	6:30 A.M. until beginning of school day; End of school day until 6:00 P.M.
Months of operation	August – June (varies by site)
Days of operation	Monday – Friday (on days when school is in session)
Capacity	15 – 75 (varies by site)
Ages	4– 12 Years (varies by site)

The programs sites will have a copy of, or digital access to, the DCF 251 Licensing rules and center policies available upon request for review. The program will display the state license and the most recent licensing inspection report along with any non-compliance or enforcement actions, as well as additional information such as schedule, lesson plans, snacks, and fire/tornado drill document.

The Y will comply with all laws governing facilities and operations. The Youth Development Director will submit any concerns or violations to the department in writing. The parent handbook and children’s records are available for review at any time. The medical log is available upon request from the director.

Every site location will have a second adult available within 5 minutes of the location in the event of an emergency. This shall be posted on the parents’ board with the license.

Absence

Y Care Staff must be notified if your child will not be attending the program on a normally scheduled date. Please notify us by calling your site’s cell phone as soon as possible. When calling please state your first and last name, as well as your child’s first and last name. If you do not call our staff, we will call to see if your child will be attending.

Site Phone Numbers:

Douglas Y Care	920-988-6150	Ixonia Y Care/4K	262-490-5474
Johnson Creek Y Care	262-370-7286	Schurz Y Care	262-354-5614
Webster Y Care	262-370-6353		

Program Schedule

The Y Care programs are planned to include the following activities daily. Tentative time frames are posted at each site. Planning for all ages will be developmentally appropriate and approved by the Youth Development Leadership Team.

- **Large and Small Group Activities:** Children are encouraged to participate in large group, take turns, participate themselves, and allow others to participate with them. Children are assisted in developing particular age appropriate skills such as building, reading, problem solving, etc.
- **Homework Time:** Children are given quiet time to work on homework. Staff are available to support. Children without homework will be encouraged to read quietly by themselves or with a small group. Children will be exposed to age-appropriate literature and are encouraged to use their imagination, to build vocabulary, and to develop listening skills.

- **Snack Time:** Children will learn group cooperation, language development, social interaction, self-serving, and good nutrition, as well as be encouraged to try a variety of different foods.
- **Transitioning to/from Activities:** Staff will limit time children have to wait in lines and minimize transitions during the program.
- **Clean-Up:** Children are encouraged to participate in the care and responsibility of their environment.
- **Outdoor Play:** Daily schedules will include outdoor play, weather permitting.
- **Character Values:** Children will be exposed to a variety of activities, projects and role modeling that reinforce positive values. The Y will implement a character development program that emphasizes caring, respect, responsibility, and honesty.

Sample Schedule:

Before School Programing

6:30 am: Choice Centers
 7:15 am: Special Activity
 7:30 am: Wash Hands
 7:35 am: Snack
 7:45 am: Wash Hands
 7:50 am: Group Game
 8:00-8:15 am: Outside Time
 8:20 am: Clean Up
 8:30 am: Students Dismissed

After school Programing

3:00 pm: Students arrive
 3:10 pm: Wash hands
 3:15 pm: Snack
 3:40 pm: Wash Hands
 3:45 pm: Group Game
 4:00 pm: Outside Time
 4:30 pm: Group Activity
 4:45 pm: Homework
 5:00 pm: Choice Centers
 6:00 pm: Program Closes

What to Bring to Y Care

Water bottle labeled with the child's name and weather appropriate clothing for outdoor play as we will go outside unless there is inclement weather.

Personal Belongings

All children's belongings should be labeled with first and last names. Activities will occur indoors and outdoors, as well as arts/crafts; children should wear clothing that is appropriate for the weather, movement and messy work. Staff is not responsible for lost, stained or soiled clothing, or any other personal belongings that are lost or damaged. We will provide program items unless otherwise requested. Parents should send child with all items they will need for school and weather appropriate clothing for outdoor play. Please refrain from bringing personal items (toys) from home.

Nutrition/ Snacks

All children in the Y Care program will receive a morning and afternoon snack. Menus for snack will be posted monthly on the parent board. Snacks shall consist of at least two of the following types: milk or a milk product, fruit, fruit juice, vegetable, whole grain or enriched bread, or cereal. When fruit juice is served, it shall be 100% fruit juice. Snacks are stored in a sealed plastic bin, located in a designated area at the program.

Sample Menus:

	Mon	Tues	Wed	Thurs	Fri
AM	Yogurt and banana chips	Mandarin Oranges and granola bar	Cereal and milk	Bagels/cream cheese and fruit cup	Whole wheat English muffin and strawberry preserves
PM	Apple sauce and wheat crackers	String cheese and turkey stick	Whole wheat crackers and yogurt	Ham and whole wheat bread	Rice cake/wow butter and fruit cup

Snack will be provided once in the morning and once in the afternoon, but if children have large appetites, parents should send them with additional snack.

(Schedules will vary slightly from site to site)

Morning Snack 7:00 - 7:45am

Afternoon Snack 3:10 - 4:15pm

Menu Planning

The Y staff will be responsible for planning the menu. They will take into consideration cultural and ethnic preferences of children. We provide nutritious and appetizing snacks that meet the U.S.D.A requirements. All snacks provided by The Y will be age appropriate for children with the ability to eat table foods.

Summer Day Camp

Licensing

The YMCA summer day camp is licensed through the Department of Children and Families (www.dcf.wisconsin.gov) DCF 251: Group Child Care Centers. Each program is inspected regularly to ensure that programs meet licensing rules.

Hours of operation	6:30 am – 6:00 pm
Months of operation	June, July, August
Days of operation	Monday – Friday
Capacity	75
Ages	5 – 12 Years
Site Phone Number	Schurz Y Care 262-354-5614

The program's site will have a copy of, or digital access to, the DCF 251 Licensing rules and center policies available for review. The program will display the state license and the most recent licensing inspection report along with any non-compliance or enforcement actions, as well as additional information such as schedule, lesson plans, snacks, and fire/tornado drill document.

The Y will comply with all laws governing facilities and operations. The Youth Development Director will submit any concerns or violations to the department in writing. The parent handbook and children's records are available for review at any time. The medical log is available upon request from the director.

Every site location will have a second adult available within 5 minutes of the location in the event of an emergency. This shall be posted on the parents' board with the license.

What to Bring to Camp

To be the best prepared for our days of fun please bring the following with you daily:

- Water bottle (labeled with child's name)
- Two healthy snacks: One morning snack and another afternoon snack
- Backpack – All items should fit within one bag and to be carried by the camper
- Healthy bag lunch – Ice pack if necessary
- Swimsuit & Towel
- A change of clothes
- Tennis Shoes or other closed toe shoes

We challenge your child to leave electronic devices (cell phones, smart watch, video games, etc.) at home. At camp, your child is responsible for their items. The Y camp staff hold no responsibility for items traded, damaged, lost, or stolen.

Personal Belongings

All children's belongings should be labeled with first and last names. Staff are not responsible for lost, stained or soiled clothing, or any other personal belongings that are lost or damaged. The Y will provide programming supplies for participation in daily activity unless otherwise requested.

Dress Policy

Camp life is informal and at times can get messy. Have your camper wear typical play clothes, the kind you don't mind getting dirty. Though we try to keep clean, some of our activities might get a little messy. All campers are to come in clothes that allow them to partake in activities. Though flip flops are appropriate for aquatics field trips, they might not be the best option for activities on other days at camp. Please also pack a pair of tennis shoes. All campers are to dress in a manner that does not endanger the health or the safety of self or others, damage property, or disrupt others in participating in activities. Revealing bikinis, halters, short-shorts, tank tops, cut off t-shirt tops, and bare feet are not suitable for camp. All campers should wear their camp shirt on field trip days.

Please Do Not Bring

New, expensive, or irreplaceable items should remain at home. Money, knives, weapons, controlled substances, lighters, matches, fireworks, candy, or gum are not to be brought to camp. These items will be confiscated, please leave them at home. Campers found to have possession of weapons, drugs, alcohol, or tobacco products will be asked to leave camp. Parents will be notified to pick up their child immediately.

Lost and Found

Throughout the summer we collect items that are forgotten in a central location near the camp office. We encourage each family to frequent this collection to locate your missing goods. Items that are labeled will be returned to the camper or the camper's family at the earliest convenience. At the end of the camp season, items will be donated to Goodwill or another charitable cause. The Y holds no responsibility for items traded, damaged, lost or stolen.

Late Arrival, Early Pickup, Late Pickup

Late Arrival: If you are running late, please call in advance. Additionally, please note late arrivals impact camp field trips. We often leave by 9:00am. On non-field trip days our group activities began at 9:00am.

Early Pickup: If you are planning on picking up early, please discuss with a supervisor. Field trip day early pickups may be difficult to plan as we may be traveling back to camp. At camp, we can better prepare a child for early pickup

Absence Policy

Please notify us as soon as possible when your child will not be attending the program as scheduled by calling the site phone number. When calling please state your first and last name and your child's first and last name. If a child has not arrived by 9 a.m. and we have not been given prior notification we will contact parents/guardians. No refunds will be given for a child's absences.

Site Phone Number:

Schurz Y Care 262-354-5614

Outdoor Activity

At camp we spend a great deal of time outdoors. We will discover and explore our local nature trails or areas around our program location. When going off site for walks or on the trails, supervisors will be aware of group locations and walkie-talkies will be used to keep in communication with leadership staff. A cell phone, emergency information for each child and a first aid kit will be taken whenever the children leave the premises.

For the safety of the children, we will not go outside for activities if the temperature is 90 degrees or above (including humidity) or if there is a weather advisory. In the case of severe weather with lightning and heavy rain, we will remain indoors. If the forecast is for an Air Quality Index (AQI) of 101 or above (Code Orange), children will remain indoors.

Field Trip Days

Field trips are a weekly part of summer programming. A list of field trips – dates, and times are a part of the summer welcome e-mail and a copy can be requested at any time. Parents/guardians consent to their child attending field trips as a part of their enrollment paperwork.

Field Trip Days are scheduled for each camp location. Field trips typically depart by 9:00am. All campers must be at camp and with their counselors no later than 8:45am. We are typically back to camp by 3:30pm. In the event of delays (i.e. traffic, weather, etc.), we will keep the others at base camp posted as to our estimated time of arrival. If a field trip requires a release of liability form to be filled out, forms will be handed out prior to the field trip; forms must be completed and handed in by the day of the field trip or campers will not be able to participate. All campers should wear their camp shirt (YMCA provided) on field trip days, for child and group safety. **Please do not send money on field trips unless specified.**

In the event of a field trip being changed due to weather (storms, high temperature, air quality index, or other reason), parents/guardians will be made aware of the change no later than the morning of the trip, during camper drop off.

Adventure Based Activities

Adventure based activities include experiences such as ropes or challenge courses, hiking, and rock climbing may be part of planned field trips. All personnel leading and providing training to the children are fully trained and have experience for the type of adventure-based experience they are supervising. Equipment will be properly installed, maintained in good condition and working order, and appropriate to the size, developmental and ability level of the children using the equipment. Counselor-to-child ratios will be adequate to manage and supervise the adventure-based activity based upon the number of children participating.

Summer Day Camp Schedule

Daily Activities	Typical Schedule	Typical Field Trip Schedule
6:30-8:00	Extended Care	Extended Care
8:00-8:45	Activity 1	Activity 1
8:45-9:00	Opening Ceremonies	Morning Snack
9:00-9:30	Morning Snack	Travel to Destination
9:30-10:30	Activity 2	Field Trip Activities
10:30-11:30	Activity 3	
11:30-12:30	Lunch	Lunch
12:30-1:30	Lie Low/Character Development	Field Trip Activities
1:30-2:30	You Pick It Activity	
2:30-3:00	Afternoon Snack	
3:00-3:15	Closing Ceremonies	
3:15-4:00	Activity 4	Travel back to base Camp
4:00-5:00	Group Game	Activity 2
5:00-6:00	Extended Care	Extended Care

Lie Low Time, Character Development, and Service Learning

During “lie low” our youngest campers will have the chance to have a rest period or enjoy a story read by staff. If they prefer to read themselves, a space will be available for children to read books. Other activities may include an art activity, activity pages, puzzles, coloring, or other quiet activities. The environment will remain calm and quiet for those who choose to rest during this time.

After lunch our other groups have character development. During this time campers work on activities individually or in a small group. Activities may include: reading, writing, working on bracelets, building, science activities, nature exploration, service learning, and more.

Transportation

Parents are responsible for transporting their children to and from The Y Day Camp location.

On field trip days, busing will be provided by a contracted licensed bus company. Children who have special accommodations will sit near a counselor or other staff if needed. First Aid equipment will be available on the bus, along with emergency information for each child.

Bus Usage Procedures

When loading buses our staff follow special loading instructions:

- A staff will board the bus prior to campers boarding.
- At the door of the bus, each counselor will do a face-to-name check with all of their campers.
- Again on the bus, each counselor will do another face-to-name check.
- A supervisor or lead counselor will conduct a total head count to verify the numbers are correct.
- Upon arriving at the destination, one staff will be the first one off the bus.
- As children are exiting the bus, staff complete a face to name check
- Another staff will be the last one off the bus.
- Staff will make sure to check all seats and ensure that all children have exited the bus.
- A supervisor or lead counselor will again conduct a total head count to verify the numbers are correct.

In the event we transport children in the Y vehicles, staff who drive the vehicles will hold a valid driver’s license and have a full driver’s record on file.

WATERFRONT ACTIVITIES

All water activities will be under the direction of a Lifeguard Certified Waterfront Supervisor. A Waterfront Supervisor is 18 years of age or older, holds a current life-guard certification, and is not included in staff-to-child ratio.

Swimming Abilities Test

A certified lifeguard determines swim abilities of each individual child on the first day your child attends a swim day. Your child will be given a swim wrist band which is one of two colors, yellow or green. The swim band lets the counselors and the lifeguards know the swim level of the campers and where in the area the campers are allowed to go. This does not replace the Y swim test, this is a separate test.

At camp, your child is one of many campers in the swim area at one time and the following system is to help ensure the safety of all campers. To keep our safety standards high, we divide the campers into swim levels and only allow campers with green swim bands to enter the deep water areas. Swimmers in the deep areas will complete a separate swim test at the venue to acquire their swim test as well to ensure necessary skills at the specific venue. The decision of a pass or not pass is left to the choice of the venue's guards.

Green Swim Level

Green swimmers are defined as very comfortable in the water and do not get overly winded swimming a distance.

Able to:

- Do the front crawl (including rotary breathing).
- All or some parts of the stroke may not be perfect.
- Timing of the stroke may be off.
- A second stroke of their choice (not including front crawl, doggie paddle or swimming underwater). Stroke may not be perfect.
- Allowed in deep water diving boards and water slides; all areas supervised by lifeguards.

Yellow Swim Level

Yellow swimmers are defined as not able to propel themselves in the water but may still be comfortable in the water.

Unable to:

- Show signs of knowing how to swim the front crawl
- May not be comfortable in the water or refuse to enter the water
- Allowed only in the shallow end of the pool (zero depth) or on the dry land playground equipment; shallow is considered to be not over their stomach. Pertaining to the select areas in water supervised by lifeguards and dry areas supervised by camp staff.

Swim Buddy/Swim Checks

Each camper will be assigned a swim buddy based on swim ability and gender (ex: green with green, and yellow with yellow). Buddy checks will be done at least every 30 minutes, and buddies will swim in close proximity to one another.

Staff will call a buddy check. At this time the group will gather at the assigned meeting spot and take role call to make sure all campers and their buddies are accounted for. After everyone is accounted for and a counselor has entered the water, the children may then reenter the water.

Missing Child during Water Activities

While we are swimming, we routinely call out a swim buddy check. Upon a buddy check each camper and their buddy will check in with their counselor to verify they are there with their buddy. If a camper does not return with their swim buddy, the individual reporting the missing person will give a detailed description of the person and will stay at the location for identification purposes. A public address system announcement will be made describing the missing person and telling the missing person to report to the main lifeguard area or nearest lifeguard. All lifeguards will search the swimming areas, starting where the missing person was last seen. Our camp supervisor will search immediate areas. All campers will be moved to a central location to do a group count and take attendance and camp staff will search playgrounds, picnic areas, bathroom/changing areas/etc. The summer day camp director will be contacted, they will notify parents and authorities about the situation. The lifeguards will continue to search entire "waterfront" until everyone is accounted for or until proper authorities take over.

Swim Areas

At each venue we swim, there will be certain swim areas campers are able to use. During transitioning from one area to another campers must verify with staff prior to leaving or entering another swim or dry area. Only areas with YMCA staff supervision are options for campers to occupy.

Swimming Abilities Retesting

Campers can retest during designated aquatic field trips. During swim time, they can practice and may ask for help with their strokes. Please keep in mind this system is designed for the safety of your child and all other swimmers.

Locker Rooms

All staff have specific steps to follow when taking a group of children to the locker rooms at a public facility. A staff will enter the space first to check for any suspicious persons, then come back to the group to lead the group to their changing area. The area will remain supervised by more than one camp staff, while any camper is in the locker room. When all campers are finished, a member of staff will be the last person to exit the area and will ensure all camp persons have exited the locker room. While in a locker room all staff must be within sight of another staff for safety; additionally, a single staff will not be in a locker room alone with a child.

Injuries

Minor First Aid may be administrated by camp staff, each staff carries a first aid kit during program. Leadership staff serve as the on-site Health Supervisors. Treatment of children who are injured will be taken care of as necessary, written permission from the parents to call the family physician or refer the child for medical care in case of injury is on file.

The medical log will be reviewed by the director with staff at least once a month to determine that all possible preventative measures are being taken and no trends are occurring.

NUTRITION POLICY AND MEALTIME

The Y views snack and lunchtime as an important time of day. We encourage all children to practice good habits during meals, including washing hands before and after eating, eating politely and cleaning up after themselves.

Each child must bring a mid-morning and mid-afternoon snack and a lunch every day of attendance. Healthy snacks are encouraged. We encourage additional snacks to be packed if your campers have a larger appetite. It is the responsibility of the parent/guardian to pack two healthy snacks for their child each day.

All staff are trained to take precautions within each group to avoid contact with food allergens during snack and lunch times.

Each child must bring a labeled water bottle to be kept with them throughout the day.

We recommend the use of lunch boxes with a freezer pack.

Parent Provided Food

The Y is concerned about the kids receiving adequate representation from all food groups at lunchtime. We recommend that the lunch consist of at least one item from each category:

- Protein sources such as meat, poultry, fish, eggs, cooked or dried peas or beans, cheese, or peanut butter
- Two vegetables, one vegetable and one fruit, or two fruits
- Cereal, whole grain or enriched bread products
- Vitamin D Grade A milk, cheese, pudding, or yogurt
- Limited treats
- No soda

*It is helpful to make sure your child understands what food is for lunch and what food is for snack to prevent them from eating everything at one time.

Water Supply

Children have access to water throughout camp and on field trips. When outside or on field trips we have water cooler type containers available with clean, safe drinking water. These containers are cleaned daily. Children are encouraged to bring their water bottle labeled with their name to activities throughout the day

Missing Snacks/Lunches

For a child missing a lunch, staff will first contact parents to drop off a lunch by the time of lunch or the time the group leaves for a field trip. It is not an option to have a child purchase a "hot lunch" at our destinations (unless otherwise informed), most destinations do not provide food or have food stands. If lunch is not provided staff will pack a cold sack lunch for the child and a \$20.00 fee will be added to your next draft.

For a child missing a snack, one will be provided by the YMCA. Parents will receive a written notice the first time the YMCA provides the child with a snack. After that there will be a \$5 fee any time the YMCA needs to provide a snack for the child. The YMCA may not refuse to give a child food if they ask therefore it is not allowed for parents to state that their child is fine without a snack should they not have one on a given day. The YMCA will provide, and charge the family, if a child does not have a snack and asks for one.