

YMCA of the Northwoods Children's Learning Center Policy Book



**Policy Book
1052 Dorr Avenue
Rhinelander, WI 54501
715-361-2820**

YCHILD CARE™
We build strong kids, strong families, strong communities.

Welcome

*Thank you for choosing the Children's Learning Center for your childcare needs. Choosing quality childcare is one of the most important decisions you will make in your child's life. The impact of your decision will determine their future. We believe that children are society's most precious resource. We support parents and strive to be an extension of your family. By forming a partnership, and by emphasizing the YMCA's core values of **respect, responsibility, honesty, and caring**, together we can help your child meet with success on his/her own level. Your child is a unique person with individual needs, interests, and abilities. We look forward to working with you and your family.*

*Sincerely,
Diane Zarembka
YMCA Early Childhood Director
Children's Learning Center*

Admission Policy and Procedure

A. Purpose

The Children's Learning Center has been serving children ages 6 weeks to 12 years of age, in the Northwoods area for over 25 years. Our goal is to provide a unique, positive, educational and recreational experience for all children. Our Mission at the YMCA is put Christian principals into practice through programs that build a healthy spirit, mind, and body for all

B. Philosophy

We believe that the early years have a profound influence on a child's personality, physical, intellectual and creative potential, self-esteem and sense of well being.

Nurturing and supporting healthy socio-emotional development is one of our most important jobs. Young children need to learn to trust others, express themselves in acceptable ways, and gain independence and self-control. Teachers/caregivers foster trust by interacting warmly with children, providing a consistent, well balanced daily routine, modeling and guiding behavior, and providing individualized attention and opportunities to socialize with peers and older/younger children.

Children learn through active exploration of their environment. We use a developmental "hands-on" approach to learning: We provide space, time and materials so that children can make choices and explore, experiment, question, create and express themselves.

We view every experience in daily living as a learning opportunity. We use the children's interests and experiences and the teachers' knowledge of developmental stages to create the curriculum in each classroom. Units and themes provide a rich variety of experiences for self-expression sensory exploration of the natural and physical surroundings, intellectual stimulation, large and small motor activities, social interaction, and opportunities to hear and use language.

The Children's Learning does not discriminate on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.

C. Licensing

1. The Center is licensed to provide care for a maximum of 70 children, ages 6 weeks through 12 years. We do not discriminate against any child, family, or applicant on the basis of race, creed, color, sex, family income, handicap, political persuasion, national origin or ancestry.
2. The centers will display the group day care license, State of WI Childcare Licensing Rules and Center Policies on or near a bulletin board near the entrance for parent view. This license will reflect days, hours, and months of

operation, children to be served as well as maximum children to be served at any given time. The most recent licensing inspection report will be posted next to the license including any non-compliance or enforcement actions.

D. Hours of Operation

The Children's Learning Center operates Monday through Friday throughout the year. The program operates from 6:30 a.m. until 5:30 p.m. The Program is closed for the following holidays: New Year's Day, Memorial Day, July Fourth, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. (Revised 7/30/08) In case of an emergency closing, parents should tune into local radio station or TV channel 12.

Parents who do not pick their child up by the designated time will be contacted personally. Staff will remain with your child for 30 minutes after closing at which point they will notify the local police department for further assistance. Fees may apply to late pick-up and are clarified on your enrollment contract.

E. Enrollment Process

Parents can enroll their child into the Program by calling 715-361-2820 or stopping at The Children's Learning Center. The required forms (*Parent Agreement, Enrollment Contract and Enrollment and Health history, Immunization Record, Intake Form, Transportation, and Field Trip forms*) must be completed prior to attendance. There is a one day waiting period from the time the forms are provided to the Program until the child may begin attendance. Parents are required to participate in a center orientation prior to their child's first day of attendance. Parents will be given a handout clarifying items they are to provide and what is provided through the center.

F. Attendance Policy

If a child will be absent from the Program, the teacher must be notified by 9:00 a.m. This may be done by calling 715-361-2820. If we do not hear from you by this time, the CLC staff will contact the family. This is for the child's safety!

Parents will record the child's attendance on the daily sign in/out sheets provided. The sign in/out sheet will include the arrival and departure times. Teachers will maintain responsibility for every child in their care at all times. Information on late pick-up, absences, and vacation policy is available under the Fee and Payment Policy.

G. Children's Records

Each child participating in the Children's Learning Center program will have a file which includes:

- a. Enrollment form on file prior to the first day of attendance.
- b. Intake form. Children less than two years of age will have an *Intake Form* on file by the first day of attendance. This form will be kept in the room where the teacher can have access to it. In order to keep information current, this form must be updated every two months until two years of age.

- c. A current physical form must be on file within 30 days of attendance.
- d. A current *Immunization Record* must be on file within 30 school days **(6 calendar weeks)** of admission to the day care center and updated when changes occur.
- e. Food program affidavit.
- f. Signed payment contract.

H. Confidentialities

Children's records are confidential. The Wisconsin Administrative Code on confidentiality states, "Persons having access to children's records do not discuss or disclose personal information regarding the children and facts learned about the children and their relatives. This does not apply to:

- a. The parent or a person authorized in writing by the parents to receive the information.
- b. Any agency assisting in planning for the child when informed written parental consent has been given.
- c. Agencies authorized under s.48.78 Stats.

I. Parent Involvement and Communication

Parents are encouraged to visit the center anytime to observe their child, unless access is denied by a court order or other legal measures.

Parents are encouraged to join the monthly parent committee to discuss center events, upcoming changes and parent concerns. Parents are also encouraged to provide an email address in order to receive center updates.

The Center will have planned programs and activities in conjunction with the YMCA of the Northwoods. These activities will encourage family and community involvement and offer parents an opportunity to socialize with other center parents.

Teachers will conference with parents at least but not limited to twice a year.

Parents may request a conference at any time.

During the school year the center will publish a monthly newsletter.

Teachers will post lesson plans with tentative timeline on the parent board or close to the door to insure parents are informed of classroom and YMCA activities.

Parents will be encouraged to volunteer in the center and at YMCA of the Northwoods events.

J. Staff

The Children's Learning Center of the YMCA staff is highly qualified and experienced; holding BS, AS, or CDA licenses in Early Childhood and over 10 years experience with the center.

1. In-Service Training

The Children's Learning Center provides training or course work for teachers and teacher assistants to continue their education. Part time staff is required to complete 15 hours of continuing education per year. Full time staff is required to complete 25 hours of continuing education per year. Each administrator shall have 10 hours of training in supervision or personnel management. Food service personnel shall have 4 hours of continuing education directly related to food service. All staff is required to become First Aid and CPR/AED certified within 60 days of employment and may be offered training through the YMCA of the Northwoods. Continuing education is documented and kept on site. Types of training acceptable to meet continuing education requirements shall be limited to:

- a. Formal courses resulting in credits or continuing education units.
- b. Workshops, conferences, seminars, lectures, correspondence courses and home study courses.
- c. Training offered by the child care center through the use of guest or staff trainers.
- d. Documented observation time in other early childhood programs.

Continuing education experiences may be in the areas of early childhood education, child development, child guidance, health, caring for children with special needs, first aid, nutrition as it pertains to child development, supervision of staff or the business or administrative aspects of the operation of a child care center or in communication skills. Independent reading and watching of educational materials of continuing education materials is limited. Training and discussion on Child Abuse and Neglect will be offered to all staff on a biannual basis. Continuing education hours may be used to meet the continuing education requirement during the year in which the hours are earned and for the 2 years following that year.

*In addition to continuing education, staff is required to attend 9 staff meetings per calendar year. A record of these meetings is kept by the Center Director.

2. Staff Orientation

Each new staff member or volunteer will receive an orientation to the program within the first week of work. This orientation shall be conducted by the Program Director and shall include the following:

- Discussion of the program purpose, philosophy, organization, wage agreements, etc.
- Review Personnel Policy Handbook and job descriptions and responsibilities..
- Discussion of center policies and licensing rules.
- Discussion on policies on confidentiality and child management techniques.
- Discussion on the recognition and reporting of child abuse and neglect.
- Training in Shaken Baby by an approved trainer.

- Discussion on the recognition of communicable diseases, health observation and precautions, administering medications, infectious disease control, hand washing, and universal precautions.
- Discussion on first aide procedures
- Discussion of policies on emergency situations such as fire, tornado, and missing child.
- Training regarding fire extinguishers and their use.
- Discussion of the policy on obtaining CPR/ AED/First Aide training.
- Discussion on the policy of attendance and knowing the names and whereabouts of all children at all times.
- Discussion on the procedure of sharing information about a child with special needs and the plan on how those needs will be met..
- Discussion on the procedure for tracking transported children and documenting their whereabouts.
- Discuss the schedule of activities of the center.
- Discuss child management techniques used by the center.
- Discuss procedures to contact parents if a child is absent.
- Discussion regarding field trip tracking.
- Review Sudden Infant Death Syndrome (prior to the first day)

Education Policy

A. PROGRAM ACTIVITIES

The YMCA of the Northwoods Children's Learning Center program activities will provide each infant, toddler, preschool, and school-age child with experiences to encourage areas of development, including large/small motor, creative, social, intellectual and cognitive opportunities. Teachers are expected to prepare a weekly lesson plan which includes the following elements:

1. Self Esteem and Positive Self-Image Development

- a. Maintain staff and child interactions, which are warm, nurturing, and compassionate.
- b. Provide materials, which help the child's progress and challenge the child's developmental level.
- c. Encourage each child to develop his/her own independence and problem-solving skills through the use of classroom materials and experience.
- d. Maintain a daily routine, which is consistent and predictable.
- e. Plan activities that are consistent with the child's development, interest, experiences, ethnicity and cultural backgrounds. Cultural diversity will be evident in programs, supplies, snacks, and meals.
- f. Use positive communication between adult and child, and child to child.
- g. Stress importance of process, not product, and that each child is valued for

individual achievements.

2. Social Interaction

- a. Through creative play experiences.
- b. Through group time.
- c. Through interaction at the meal table.
- d. Through community programs and fields trips set up to provide social interaction with outside sources when possible.
- e. Through planned family activities.
- f. Through teacher-directed planned activities.
- g. Through music, song, and finger-play.

3. Self Expression and Communication

- a. Group story time where children participate.
- b. Acting out stories and plays.
- c. Readily available tapes and books.
- d. Show and tell.
- e. Creative play experiences.
- f. Teacher-directed activities.

4. Creative Expression

- a. Readily available access to creative art materials and creative play equipment.
- b. Opportunities to use constructive toys.
- c. Exposure to the fine arts.
- d. Use of community resources.

5. Large/Small Muscle Development

- a. Large muscle development is enhanced through the use of climbing apparatus and playground equipment, and through participating in group activities.
- b. Small muscle development is enhanced through the use of puzzles, beads, finger-plays, etc.

6. Curriculum

Developmentally appropriate goals for our children are:

- a. Providing opportunities to enhance self-concepts.
- b. Building healthy and positive self-concepts.
- c. Encouraging children to think and reason, question, and experiment.
- d. Promoting language development.
- e. Encouraging and demonstrating sound health, safety, and nutrition habits.
- f. Respecting cultural diversity.
- g. Developing initiative and decision-making skills.
- h. Providing opportunities for physical development.

- i. Children's play is the essential component of a developmentally appropriate curriculum.
- j. Children need years of play with real objects and events before they are ready to understand the meaning of symbols such as letters and numbers.
- k. Learning takes place as children touch, manipulate and experiment with things and interact with people. Our curriculum focuses on the process of learning rather than the product.

Our programs include activities that will enhance social, cognitive, language and physical development. Activities are planned to encourage children to explore, experiment, discover, learn, create, increase self-understanding, develop social skills, develop motor skills and acquire new skills. Programs will vary to meet individual needs of the respective children and to reflect the creativity of our teachers. Our Center's curriculum is based on creative play.

7. Intellectual Growth

- a. Learning centers that challenge children
- b. Homework assistance when appropriate
- c. Opportunities to participate in decision-making.

8. Outdoor Activities

All children will take advantage of outdoor activities, weather permitting (No outdoor play if temperature is above 90 degrees, wind chills below 0, wind chills below 20 degrees for children under 2 years). The YMCA of the Northwoods Children's Learning Center considers the outdoors an extension of the classroom and will expand on common indoor activities outside. Water play in sprinklers and sensory table is allowed. Swimming lessons are periodically offered to age eligible children through the YMCA of the Northwoods at an additional cost.

9. Religious and Cultural Diversity

The YMCA of the Northwoods Children's Learning Center's programs are based on Christian values. Our programs will celebrate all known holidays. These celebrations will help children understand and appreciate various cultures and beliefs. Parents are encouraged to share family traditions with their child's classroom. Parents with concerns may address these issues with the teachers.

B. PROGRAM SCHEDULE

The Children's Learning Center of the YMCA's program schedules are planned to include the following daily schedules. Tentative time frames will be posted in the classroom.

- 1. Large Group Activities:** Children are encouraged to interact in a large group, take turns, participate and allow others to participate with them.
- 2. Small Group Activities:** Children are assisted in developing particular skills such as cutting, tracing, balancing, hand-eye coordination, color identification, etc.
- 3. Story Time:** Children are exposed to age-appropriate literature and are encouraged

- to use their imagination, to build vocabulary and to develop listening skills.
- 4. Meal Time:** Children will be encouraged to learn group cooperation, language development, social interaction and good nutrition and to try a variety of different foods.
 - 5. Rest:** Children will be given an opportunity to nap or rest. If a child does not sleep after 30 minutes of rest, they will be allowed to get up and have quiet activities.
 - 6. Clean-Up:** Children are encouraged to participate in the care of their environment.
 - 7. Outdoor Play:** Daily schedule will include outdoor play, weather permitting.
 - 8. Field Trips:** Parents will be given information regarding field trips identifying mode of transportation date, times, and locations of field trips. Emergency procedures will be taken on all field trips. These procedures are available upon request. Fees for the bus and admission are separate from program payments and vary from trip to trip.
 - 9. Character Development:** Children will be exposed to a variety of activities; projects and role modeling that reinforce positive values. The Children's Learning Center of the YMCA will implement a character development program that emphasizes Caring, Respect, Responsibility, and Honesty.
 - 10. Early Morning and Late Afternoon Care:** Children that attend early in the morning (before 8:00 a.m.) and late in the afternoon (after 5:00) will be provided with a variety of activities, both active and quiet, that differ from those available during the main portion of the day. Breakfast will be provided in the morning.
 - 11. Children's Personal Belongings:** Parents are responsible for providing a complete change of clothing for their child, as well as a sleeping bag for rest time. All items from home should be labeled with the child's name. Children are expected to have the appropriate clothing for outdoor play.
 - 12. Transitions:** Staff will use transitions as part of their planned program incorporating songs, learning games, group discussion and music into the transition routine. Staff will avoid transitions times where children are waiting in lines or move from one activity to another in large groups.

Nutrition Policy

The Children's Learning Center will meet the nutritional needs of your child while at the center, which includes providing a minimum of 1/3 of the daily nutritional requirements per meal. We will provide a well-balance breakfast, lunch, and nutritious afternoon snacks. Parents will be given a copy of the menu and it will be posted in the each classroom. The center will provide diverse types of foods and children are encouraged to try each food item, but will not be forced to eat them.

All children are required to wash their hands before and after all snacks and meals.

Because the YMCA Children's Learning Center is a Christian organization, we do say a prayer before meals.

A. Provision of Meals and Snacks

1. The menu planning is done by the Children's Learning Center cook, teachers, and director using the Department of Public Instruction and USDA meal planning guidelines
2. Menus are on a four week rotation and are posted on the parent bulletin boards and in the kitchen.
3. Meals are prepared on site by our cook who has Food Service and Sanitation Certification through the state of Wisconsin.

B. Special Diet and Allergies

1. Children's specific needs and allergies are listed on the enrollment forms and will be posted in the kitchen, as well as in each classroom. Enrollment forms are accessible to the staff and should be updated annually by the parents.
2. Parents must inform the center if their child requires an additional snack early in the morning. In such cases, the parent will be expected to bring the additional snack. In an emergency or special situation, the center will provide the necessary food.
3. Parents may provide meals and snacks for children requiring specialty menus such as vegetarian or kosher if the center menu is not meeting the needs of the family.
4. If a family requests their child's special diet or allergy be posted in plain view, a signed permission slip for the posting will be kept in the child's file.
5. Parents who request a "special diet" for their child sighting allergies as the cause, must have written documentation from the child's physician stating the condition.

C. Meal Routines

1. Children's food will be served individually with the staff sitting with the children. Tables and chairs will be appropriate for children's ages.
2. Meals will be served with time for socialization.
3. Children will be encouraged to serve themselves when possible.
4. Food may not be withheld or force-fed.
5. Food will not be used as a reward.
6. All children will wash their hands before and after eating.
7. Children will be allowed transition time before and after meals to avoid standing in line and to help develop eating routines.
8. Children will eat with their group. Maximum group size will not exceed licensing ratio guidelines.

D. Safe Food Practices

1. **Food sources are:**
 - a. Department of Public Instruction Food Program
 - b. Prepared on site
 - c. Parents may bring food in for their child.
2. **Storage of Perishable Foods**
 - Continuously maintained at safety temperatures of 40 degrees or below except during necessary periods of preparation and service.
 - Cold storage facility shall be maintained at 40 degrees or below if a refrigerator or 0

degrees for a freezer.

- Each cold storage facility shall be equipped with a clearly visible accurate thermometer.
- Food shall be covered and dated during storage under refrigeration.

3. **Storage of Non-Perishable Foods**

- Foods will be stored in metal, glass, or food grade plastic containers with tight fitting covers and shall be labeled.
- Foods will be stored in clean, dry, ventilated and in lighted storerooms or areas.
- Food shall be stored in such manner as to prevent contamination by sewage, wastewater backflow, condensation, leakage, or vermin.

4. **Sanitation**

- Staff and maintenance staff are responsible for carrying out sanitation practices.
- Eating surfaces will be washed before and after each use.
- All cleaning chemicals and supplies will be kept out of the reach of children.

E. Information on Nutritional Education

1. Children's programs may include information from state agencies, films, puppet shows, visiting professionals, parents, or neighbors.
2. In-service training programs will contain nutritional education for staff.
3. Suggestions for nutritional snacks and meals will be communicated to parents by newsletters and exchange of recipes.

F. Treats from Home

Families who would like to bring a treat for their child's class are asked to bring in a healthy choice that supports healthy eating choices and positive self-concept. We would encourage you to bring in an alternative such as a donation for your child's classroom.

Infant/Toddler Care

A. General

Prior to admissions, an interview shall be conducted with a child's parent to obtain the following information.

1. Schedule of meals and feeding.
2. Types of food introduced and timetable for new foods.
3. Toileting and diapering procedures (all soiled diapers are bagged and put in a covered trash container).
4. Sleep and nap schedule.
5. The child's way of communicating and being comforted.
6. Development and health history.

- B.** The YMCA of the Northwoods' Children's Learning Center will furnish the following powdered iron enriched formula: Parent's Choice Milked-Based formula with Lipids, DHA, and ARA. Our center also provides Gerber Oatmeal and Rice cereal for infants and store-bought baby food. Every accommodation will be made to work with the parent who wants to breast feed their child.
- C.** All bedding, bibs, washcloths, and wipes are furnished by the center. The parents must furnish diapers and give permission for and supply anything other than water that is applied to their child's skin. Soiled clothing will be bagged and sent home.

D. INFANT/TODDLER PROGRAMS

1. Children will receive individualized care and will be allowed to follow their own schedules. This schedule will simulate as much as possible that of the home. Parents and teachers will communicate daily.
2. Teachers will provide language development and other learning experiences for babies during normal routines, such as eating and diapering.
3. Infants and toddlers will be provided with a variety of safe toys. Play will be emphasized as a learning and growth experience.
4. All children will receive physical contact and attention including being held, rocked, talked to and sung to.
5. Soft music will be used during most hours of center operation.
6. Children will be given opportunities to go outdoors each day using strollers, weather permitting.
7. Daily communication with parents will insure the child's schedule is as consistent as possible with that of the home.
8. All staff is SIDS trained.

E. Handling and Storage of Food and Milk

1. Milk and perishable foods will be refrigerated and dated
2. Non-perishable foods will be stored in covered containers in a clean, dry area and dated.
3. Bottles will be refrigerated and rinsed, washed, and sanitized after feeding.

F. Breast Milk

1. Fresh breast milk may be stored up to three days.
2. Frozen breast milk may be stored for up to three months.
3. Unused breast milk must be disposed of after feeding.

G. Drinking Water

Children are offered water several times per day in conjunction with parent's wishes.

H. Parent Communication

1. Parents will receive a daily sheet which includes a record of the child's food intake on a daily basis. These daily sheets are available for all staff to refer to during the day.
2. Intake forms are updated for developmental and feeding information every 2 months for

children under the age of two years.

I. Sudden Infant Death Syndrome (SIDS) Risk Reduction Methods

- The American Public Health Association and American Academy of Pediatrics have written guidelines for child care centers called *Caring for Our Children – National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs*. They suggest using the following guidelines regarding infant sleep position and surroundings:
- Infants under 12 months of age shall be placed on their backs on a firm tight-fitting mattress for sleep in a crib.
- Waterbeds, sofas, soft mattresses, pillows, and other soft surfaces shall be prohibited as infant sleeping surfaces.
- All pillows, quilts, comforters, sheepskins, stuffed toys, and other soft product shall be removed from the crib.
- If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant’s chest.
- The infant’s head shall remain uncovered during sleep.(Caring for Our Children, Standard FA 190A)
- Unless the child had a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risk of Sudden Infant Death Syndrome (SIDS).
- When infants can easily turn over from the supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep.
- Unless a doctor specifies the need for a positioning device that restricts movement within the children’s crib, such devices shall not be used.(Care for Our Children, Standard HP 006).

*This is excerpted from “Sudden Infant Death Syndrome and The Child Care Provider Setting Policy on Infant Sleep Position” of the National SIDS & Infant Death Program Support Center (NSIDPSC).The NSIDPSC is a cooperative project of SIDS Alliance, Inc. and the Health Resources and Services Syndrome/Infant Death Program.

Health Policy

OBJECTIVE: To maintain, protect and improve the health of all children and staff; to reduce the risk of injuries and the spread of illnesses and diseases.

A. Parent Notification

Parents will be notified of the following, which are detailed throughout this section:

1. If the child becomes ill or is injured seriously enough to require professional medical treatment.
2. If the child has been exposed to a communicable disease.

B. Child Health Report

In addition to completing the Health History Report at enrollment each child shall have a physical examination by a licensed physician not more than **six months prior to or one month after date of enrollment**. The report must be signed and dated by a licensed physician and be on file in the center. Allergies and special health considerations will be posted in the classroom and kitchen.

- 1.** The physical report must be renewed at least once every two years for children two years old and up and once every six months for children under the age of two.
- 2.** Staff from each room will be responsible for seeing that these records are on file and updated. The Director will periodically check files for updated physicals.
- 3.** An immunization history is required for each child within 30 days after the first day of attendance. Immunizations required include diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, HIB and Hepatitis and specific dates each dose was administered.
- 4.** It is recommended that children over three years of age have a semi-annual dental exam.

C. Observation for Illness or Injury

- 1.** Each child upon arrival shall be greeted by the teacher and shall be observed for symptoms of illnesses. If the child is found to have any of the following signs of illnesses, the child shall be sent home immediately with the parent.

Sore throat Ringworm

Inflammation of the eye Rash

Fever Vomiting

Lice Diarrhea*Or any other illness or condition having the potential to affect the health of other persons or any conditions which prevent the child from participating fully in the daily program.

*If the parent has already left the center, the teacher shall notify the parents, or, if they are unavailable, the emergency contact will be called.

- 2.** If a child becomes ill at the center, a parent will be contacted and asked to take the child home within **1 hour**. The child will be isolated within sight and hearing of staff and provided with a sleeping bag for comfort until the parent arrives. If the parent cannot be reached, the staff will call the emergency contact person listed on the child's enrollment form.
- 3.** If a child has no fever or other overt symptoms of illness, but displays significant behavior changes and is clearly uncomfortable and unable to participate in the activities, the child will be sent home. The director or coordinator has the authority to make the final decision.
- 4.** Any evidence of unusual bruises, contusions, lacerations, or burns found during the informal health check shall be noted on the child's record and reported immediately

to the director or coordinator of the center. The staff member observing the child will fill out a report. Should there be reasonable cause to suspect child abuse or neglect, the center would follow the procedures listed under the section for Reporting of Child Abuse. Please refer to that section.

D. Medical Log

1. Staff will maintain a medical log recording all injuries, accidents and medication administered.
2. Serious behavior problems will be recorded on an incident report and placed in the child's file. Parents will be notified by The Children's Learning Center of any incident reports.

E. Exclusion for Illnesses

1. Staff and children will be excluded from the center when ill. Teachers and Directors will use their own discretion when making the decision that an ill child is to be sent home. The following will be considered:
 - Any illness that prevents the child from participating comfortably in program activities.
 - Illness that results in a greater need for care than day care staff can provide without compromising the health and safety of other children.
 - The child has conditions that may indicate a possible severe illness, e.g., persistent crying, lethargy, difficulty breathing or irritability. Any illness with a fever. The child shall remain out of the center for a of 24 hours and until all symptoms are gone without use of medication.

*A doctor's written authorization will not be accepted. Our policy is based on Public Health Department recommendations and Daycare Licensing regulations.

Staff and children shall be excluded from the center until the proper incubation period has been fulfilled.

1. A child shall remain home for at least 24 hours after a parent has been requested to take the child home because of symptoms of illness. Children with fevers may return 24 hours after the fever is gone without fever reducing medication or same day with doctor's excuse.
2. Children who arrive at the center with the following symptoms will not be permitted to attend. If the child develops symptoms during the day the parent will be called and expected to pick up the child within one hour.
 - FEVER:** Temperature of 101 or more.
 - INFLAMMATION OF OR DRAINAGE FROM EYES:** Due to possible infectious condition.
 - DISCHARGE FROM NOSE:** Thick yellow or green color mucus possibly indicating infection of the ears, sinus, or eyes.
 - RASHES:** Possible indication of a communicable disease-Impetigo, yeast infection, or other infectious type rashes.
 - VOMITING:** Condition accompanied with flu-like symptoms such as lethargy,

poor coloring in face, and loss of appetite.

CROUP OR SEVERE COUGHING: Child has trouble breathing, coughs up phlegm.

DIARRHEA: Two loose bowel movements in a row.

CONVULSIONS OR SEVERE INJURY: Parent notified and action taken accordingly.

E. Allergies

Children's allergies shall be reported to the staff having direct contact with these children. These allergies shall be posted in the classroom and the kitchen.

F. Medication

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

- 1.** The medication is in its original container and clearly labeled with the child's name. All medication administered will be recorded in the medical log book.
- 2.** Prescription medicines must have the following information on the container: child's name, name of drug, dosage directions for administering, date prescribed, and physician's name.
- 3.** Parents must fill out and sign the *Authorization to Administer Medication* form which gives our staff permission and full instructions for administering medicine.
- 4.** All medications must be given directly to a staff member.
- 5.** Medications will be placed in a clearly marked **Medication container** in a secure location out of the reach of children. Medication that requires refrigeration will be kept in a separate area within the refrigerator in a clearly marked **Medication container**.
- 6.** When sending medications for infants, be sure to provide the measuring device necessary for the dosage to be given.
- 7.** Tylenol and other over-the-counter drugs will be administered only at the written request of the parent and only when the medication authorization form is completed verifying that the parent has contacted their child's physician. Authorization must match directions on medication container.
- 8.** Missed medicine dosages or other problems related to medication will be communicated to the parents immediately.
- 9.** Authorized dosage must match the dosage requirements on the medication container.
- 10.** The only as needed medication allowed stored on site will be Inhalers for asthmatic conditions or epi-pens. These medications must have an authorization slip in child's file signed by their physician. It must list clear instructions for use on how and when to use.

G. Communicable Disease

- 1.** When a child is suspected of having a communicable disease, the Public Health Department will be notified and the parent or emergency contact will be called. If your child contracts any of the following we need to know immediately so we can alert the other parents. Your child's name will be kept confidential.
 - a.** Chicken Pox
 - b.** Measles

- c. Mumps
 - d. Head Lice (If a case of head lice is reported, you will be notified. We have a no nit policy.)
 - e. Giardia
 - f. Ring Worm
 - g. Strep Throat
 - h. Impetigo
 - i. Pink Eye (Conjunctivitis)
2. When a diagnosis of a communicable disease is made, parents and staff are notified. Staff will post a notice for other parents in the center.

I. Health Precautions

1. Bodily secretions such as runny noses, eye drainage and cough-up matter shall be wiped with a disposable tissue used once and placed in a plastic-lined container. Staff will wash hands immediately.
2. Bodily secretions on surfaces will be disinfected.
3. Children will be protected by sunscreen and bug spray as needed. Both of these are provided by the parent with written consent on their child's Health History and Emergency Care Plan form provided by the State .

J. Universal Precautions

1. The YMCA of the Northwoods Children's Learning Center has an Exposure Control Plan posted for staff use. This plan addresses overall precautions when exposed to blood and blood-containing body fluids as well as procedures for wearing gloves, hand washing and dealing with body secretions.
2. Everyone exposed to blood or body fluids containing blood shall wash their hands immediately with soap and warm running water.
3. Disposable gloves will be worn if there is contact with blood, body fluids, or tissue containing blood. Gloves will be disposed of after one use in plastic bags and hands will be washed with soap and warm running water after removal of gloves.
4. For vomit, urine, feces, blood or other body fluid spills, staff shall clean and disinfect the area affected including floors, walls, bathrooms, tabletops, toys, kitchen, countertops, and diapering area.

K. Injury

1. The center will have an Emergency Procedure Plan posted that identifies specific guidance for staff.
2. If your child is injured at the center or while on a field trip, the director or coordinator will take whatever steps necessary to obtain emergency medical care. These include, but are not limited to the following:
 - a. Providing First Aid for minor injuries
 - b. Attempt to contact parent or guardian
 - c. Have the child taken to a hospital
3. If we cannot contact parents or child's emergency contact person, we will do one or

all of the following:

- a. Provide First Aid as appropriate and indicated in the center's emergency procedures.
- b. Call and ambulance or paramedic.
- c. Have the child taken to the closest hospital by 911 staff.
4. An Incident Report will be completed and a notation made in the medical log book to notify parents of minor or serious injuries.
5. Off-site injuries will follow the same procedures above.
6. Any injury requiring medical attention will be reported to DCF within 24 hours.

***Please Note: In the event of a serious emergency, 911 will be called first.**

Health Insurance

Parents are responsible for any medical expense related to any injury their child incurs while participating in the program. The YMCA does not carry supplemental health insurance for any programs. (Revised 6/13/08)

L. Personal Cleanliness

1. Children's hands will be washed with soap and warm running water before eating and after toileting. Hands and face will be washed after meals/snacks. Children under three years old will be assisted in all toileting procedures. Infants will be washed with individual wipes or washcloths with the staff wearing plastic gloves during diapering and application of ointment.
2. Everyone working with children will wash their hands with soap and warm running water before handling and after assisting with toileting and diapering.
3. Cups, eating utensils, and pacifiers will not be shared.
4. Wet or soiled clothing shall be changed promptly. Parents are responsible for providing a complete change of appropriate clothing that is labeled and kept at the center.
5. Disposable wipes, diapers, etc. will be used. They will be disposed of in garbage bags.
6. Staff will wear gloves when changing diapers and will dispose of these gloves in garbage containers, also used for disposing of diapers.

M. Toileting

1. Diapers:

Parents who have children that wear diapers are responsible for having an adequate supply at the center. Staff will notify parents when the supply is running low. Children are checked and changed every two hours and as needed. Diapers are placed in a covered, plastic lined garbage container. Wet and soiled clothing are placed in a plastic bag and sent home with the parents. Infant bedding is washed at the center, sleeping bags will be placed in a plastic bag and sent home.

Diapering ointment will be applied only if the ointment is clearly labeled with the child's name and signed permission is provided to staff. Individual disposable wipes are used for washing bottoms. Staff will wash hands before and after diapering each child. Plastic gloves will be used when changing diapers.

2. Toilet Training:

Child Care regulations do not permit the center to potty train children under the age of 18 months. When your child shows signs of being ready to begin potty- training, the center will work with you and your child to begin the training. A cooperative effort between home and the center is most effective. For the first couple of weeks, continue to send diapers in addition to three extra sets of clothing.

Children learning to use the toilet at the center are taken to the bathroom at least once an hour and as needed. Toilet training can be a difficult time for children and so it is handled sensitively, with patience, praise and positive reinforcement. Any suggestions that you can give the center with regards to your child's individual needs are much appreciated.

3. Preschool Toileting

Staff will assist children in learning the habits of personal hygiene. Independence and development of self-help skills are encouraged. All soiled clothing will be wrapped in a plastic bag for transporting home.

N. Staff Health

Child Care staff is required to provide a health examination within 12 months prior to or within 30 days after beginning work at the center .The examination shall indicate that the staff is free from communicable disease and is physically able to work with young children. This exam will include a TB test.

O. Sanitation

All cleaning chemicals and supplies will be kept out of the reach of children. Toilet rooms and fixtures will be in sanitary condition at all times. Potty chair receptacles will be emptied, rinsed, and disinfected after each use. Soaps, toilet paper, disposable towels, and waste paper containers will be provided by the center. Furnishings, toys, etc. shall be washed and disinfected weekly or as they become soiled . Eating surfaces will be sanitized before and after each use.

Emergency Medical Information

Emergency phone numbers are posted in each classroom. In the case of a minor injury to a child, the child will be treated using basic first aid procedures, the parent will be notified, and the incident will be documented in the medical log book. In the case of an injury or medical problem that appears to need immediate medical attention, 911 will be called and the child will be transported to St. Mary's Hospital at the discretion of the EMT personnel. Every attempt will be made to notify the parents or listed alternate immediately. The incident will be recorded in the medical log book. This log book shall be reviewed by the Program Director at least every six months to assure that every possible preventative measure has been taken.

Pets at the Program

The YMCA of the Northwoods Children's Learning Center Rhinelander has one fresh water fish. No other pets are on site. If a pet/animal will be on the premises parents will be notified at least 24 hours in advance. The owner must provide documentation of insurance.

Transportation Policy

No transportation is provided by the YMCA of the Northwoods Children's Learning Center. Transportation for field trips will be contracted through a local busing company.

- A.** Parents will receive written notice of fieldtrips outside of neighborhood walks. The notice will include date, times and location of the fieldtrip.
- B.** CLC staff is responsible for children between the time the child leaves on the bus for the field trip and returns to the center.
- C.** When children and staff go on a field trip (including walking field trips) the following will occur:
 - 1.** Staff will maintain a continuous "name to face" count of children.
 - 2.** Staff will take attendance "name to face" at critical checkpoint times (i.e. when leaving the center, boarding and leaving the bus, periodically on walking trips)
 - 3.** Staff will leave a list of names of children and staff on the fieldtrip, time of departure and sign-in upon returning
 - 4.** Staff will carry an address and telephone number where parents or other adults can be reached in an emergency, the name, address, and phone number of the child's physician or medical facility and written consent from the child's parent for emergency medical treatment.
- D.** Parents will complete a release for alternative transportation if their child will be transported regularly during the day by someone other than the parent or person on the release information.

*Staff ratios designated by the DCF will be maintained while children are being transported on field trips. (This also would include walking field trips.)

Field Trip Procedures

The CLC staff is responsible for children between the time the child leaves on the bus for the field trip and returns to the center. Emergency procedures are kept in emergency backpack.

When children and staff go on a field trip (including walking field trips) the following will occur:

- 1.** Staff will maintain a continuous count of children and will take attendance "by

name and sight” at critical checkpoint times (i.e. when boarding and leaving the bus). Staff will also carry with them a list of children they are responsible for that day.

2. An address and telephone number where parents or other adults can be reached in an emergency are kept in a backpack.
3. The name, address, and phone number of the child’s physician or medical facility are also kept in the backpack.
4. Written consent from the child’s parent for emergency medical treatment will also be kept in the emergency backpack

*Staff ratios will be maintained while children are being transported on field trips. (This also would include walking field trips.)

Additional Emergency Procedures

Building temperatures will not be less than 67 degrees. For temperatures above 80 degrees, fans and/or air conditioning will be provided and used.

Two staff will always be on site at the Children’s Learning Center one of which will have a vehicle to use in case of emergency.

In the event that the building becomes unusable due to heating, plumbing, electrical or other loss, parents will be contacted to come to pick up their children. If the problem occurs before the program opens, parents will be notified as soon as possible. Local radio and Channel 12 would be notified and asked to air this information.

Children will not be allowed outside during extreme heat (above 90 degrees F) or cold weather (wind chills of 0 degrees or less and 20 degrees or less for children under 2 years).

Any injury to staff or children will be treated according to basic procedures. If the injury is serious, 911 will be called and the injured person will be transported to St. Mary’s Hospital at the discretion of EMT personnel. Family will be notified as soon as possible. If the injury is minor, basic first aid procedures will be used, the incident will be documented and the family will be notified either by the phone or at pick-up time.

Child Guidance Policy

The goal of the YMCA of the Northwoods Children’s Learning Center is to guide children in becoming cooperative, happy and responsible participants through positive, non-threatening, developmentally appropriate teaching techniques involving problem solving, communication and negotiation skills. We understand that there will be times when a child will become distraught, fussy or won’t quit crying. Staff will first attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child needs some extra time and attention. At these times, we will stay calm and will do whatever we can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again.

However, we may need your advice or assistance, and we won't hesitate to call you if we feel that it is necessary.

- A. Guidance shall not damage the child's self-esteem or embarrass the children involved. Redirection is used whenever possible. Limits will be displayed and reinforced through active listening, i.e. messages, giving information, contingencies, making choices and natural consequences.
- B. Environmental room arrangements and setting of limits shall be carried out to help each child learn self-control, make correct choices, identify feelings and develop a healthy understanding and respect of feelings for others.
- C. Guidance shall be ongoing throughout the day in all activities in which children participate. The classroom environment will establish room limits.
- D. Room arrangement shall consist of preset limits in each area to enable children to recognize a problem in advance and determine what is expected of them in case of overcrowding in an area.
- E. Children will use the art of communication and negotiation in settling any dispute that arises between them. Caregivers will be in close proximity to encourage children, and to use active listening to help facilitate negotiation skills.
- F. Daily schedules and weekly lesson plans will be posted inside all classrooms and will be followed to provide consistency and to help children thrive and build their bond of trust with caregivers.
- G. Teachers may offer children with severe behaviors opportunity to think through their choices and discuss alternative options. The child may be asked to talk about their behavior with the director or wait in area away from his/her peers until the teacher may focus on the needs of that child. This time period should not exceed the age of the child in minutes and not be used with children under the age of three.

The Following Factors Shall Contribute to Guidance:

- A. **Modeling by Caregivers:** Demonstrate calm demeanor, politeness, and gentleness with children through actions and tone of voice.
- B. **Classroom Environment:** Provide optimal space for children to become involved in both group and solitary play. Classrooms will be arranged in specific areas, each with set limits and visually accessible to caregivers.
- C. **Planned Activities:** Provide optimal amount of activities to keep each child involved at his/her developmental level.
- D. **Related Curriculum:** Involve interpersonal relationships of children and siblings, identifying feelings and developing a positive self-image along with self-control, politeness, respect, and safety.
- E. **Ongoing Scheduled Evaluations:** Examine daily routine and evaluate transitional activities with the intent of accommodating the needs of all children.
- F. **Redirection Rather than Time Outs:** Awareness of classroom climate indicating potential misbehavior. Be informed of family situations, talking privately with children and families involved, and provide guidance. Give choices, and encourage communication and negotiation skills between children. Time outs will not be used by the Children's Learning Center of the YMCA.

- G. **Setting Clear Limits:** Discussion with children on what is expected and what is considered appropriate behavior. Safety and respect for others are the main concern.
- H. **Development of Children's Self-Image:** In order to make guidance a learning experience and enhance the child's self-esteem, the caregivers will:
 - a. Allow children to express their feelings by providing acceptable avenues; physical activities, discussions, group activities, and communication.
 - b. Allow children to express their vocabulary and show that all people have emotions and must use self-control.
- I. **Prohibited Treatment:** Caregivers who punish children in a manner prohibited by licensing will be counseled, which may lead to suspension or discharge without benefits. Children shall not be subjected to the following treatment:
 - a. Spanking, hitting or other corporal punishment.
 - b. Verbal abuse or derogatory remarks
 - c. Tying, binding, or confining.
 - d. Withholding or forcing food or naps.
 - e. Punishing for lapses in toilet training.
- J. **Serious Guidance:** A serious guidance problem is defined as one in which a child is continually hampering the flow of the program in one of the following manners:
 - a. Requiring constant one-on-one attention.
 - b. Inflicting physical or emotional harm on other children.
 - c. Referrals to outside resources such as doctors or counselors.
 - d. Withdrawal from the center. (See discharge policy)

Biting Policy

Biting is a natural behavior for very young children. They often do not yet have the social awareness to control this behavior when it is directed against others. A young child is still limited in their ability to express themselves through language. Biting happens and is usually unexpected. Most biting occurs between the ages of 13 and 30 months and should stop around age three. After age three, if the biting continues to happen, it may be a more serious situation that requires professional help since after the age of three, biting often accompanies other aggressive behaviors.

When a biting incident occurs, the injured child will be attended to immediately i.e. washing the area soapy warm water, applying an ice pack and comforting the child. The child who did the biting will sit aside where someone can watch them. An "Owie" report will be filled out detailing what occurred and the treatment given. Both parents will be notified verbally. The incident will also be recorded in the log book.

Child Abuse Reporting

The Children's Learning Center's staff will notify the Oneida County Department of Social Services whenever there is a child enrolled in the program or seen by a staff person who has injuries that are not suspected to be caused accidentally, when neglect is suspected, or when sexual or emotional

abuse is suspected. The staff person will call Oneida County DSS with the specific information leading up to the belief that there is abuse or neglect. A follow-up *Abuse and Neglect Form* or letter will also be completed and sent in. Written documentation will be kept on all incidences of suspected abuse or neglect of a child. If necessary, as a result of a report of suspected abuse or neglect, staff will be prepared to testify in court using documentation previously written of all incidences of possible abuse or neglect of that child.

Discharge Policy

A child may be discharged from the program for the following reasons:

- Consistent behavioral issues.
- The child's individual needs cannot be met.
- Disrespect or abusive behavior to staff at the program.

Staff will make every effort to work with the child and family taking into consideration the needs of the child, use of various behavior modification techniques, sharing information with parents and, with parent consent, referral to outside agencies. Staff will document observations and personally discuss options with parents developing a behavior plan in the process. The timeline may vary depending on the severity of the behaviors.

The program may also terminate attendance if the parents fail to observe the following rules:

- Failure to pay fees according to policy.
- Failure to submit required forms.
- Disrespect towards program staff.
- Failure to pick up their child by closing time.

*If the Children's Learning Center of the YMCA decides to discontinue operation of any program site, parents will be given at least one month's notice.

Emergency Procedures (see also fieldtrip other emergency)

In an emergency staff will be required to take with them their emergency back pack and clip board which includes, names of children in attendance, emergency numbers and contacts of children and families, flashlight, first aid kit, wipes, and set of extra clothing. If the Children's Learning Center needs to be evacuated staff will take children to emergency entrance of the Riverside Clinic, parents will be contacted and Channel12 and local radio will broadcast the information. In an emergency office staff will be designated to assist children and staff with disabilities.

Fire

- Staff is to remain calm. Do not panic.
- Call 9-911 immediately and report the location of the fire.
- Take attendance book and the emergency backpack and supervise evacuation of all persons in

the program.

- Make sure bathrooms have been checked.
- Move to designated safe area outside and away from the building.
- Staff will then proceed to walk children to the Old Hospital/Riverside Clinic until “all clear” is given.
- In the event we are unable to return to the building, families will be notified by phone; local media will also be notified.
- Take attendance by name to face.
- In the event of a real fire, the Division of Children and Family Services will be notified within 24 hours.

*Fire drills are practiced monthly and recorded on the “drill sheets” in the file.

Tornado

In the event of a tornado, staff will remain calm and lead the children to the designated shelter area located in the basement area of the Children’s Learning Center. Children will sit on the floor and cover their heads. Infants will be placed in portable cribs in the kitchen area. Toddlers will use staff bathroom and hallway area. Attendance will be taken immediately by name to face.

Missing Child Emergency Plan

If a child arrives at the program, but becomes missing after arrival or during a field trip, (see Field Trip Policy pg. 21), the following procedure will be followed:

- The Program Director will be notified as soon as possible.
- When the Program Director is not available, the cook will be notified.
- Other children and staff will be questioned to see if they saw the child leave or if they heard the child talk about leaving or anything else that may help.
- Parents will be called to notify them of the situation and to find out if they may have picked the child up without signing them out.
- If parents cannot be reached, emergency contacts will be called.
- The Police Department will be called also to notify them that a child is missing.
- In the event that a child is left behind during a field trip (walking field trips included), staff may use a vehicle to locate the child, but may not transport the child in their vehicle.
- Department of Health and Family Services, Division of Children and Family Services will be notified within 24 hours.

Other Emergency Policies

A. Adult Under The Influence

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

1. Call other authorized adult to pick up the child.
2. Call a cab.
3. Call 911 if the adult is aggressive or threatening.
4. Stall release of child and call license plate number into police.

5. Discontinue care of the child if the situation happens repeatedly.

B. Releasing a Child in a Divorce Situation

1. At the time of enrollment, the Center should be notified of the marital status of the parents.
2. If parents become separated, the Center should be notified as to who has legal custody.
3. If there is a custody problem, the Center is legally bound to respect the wishes of the parent with legal custody. The center director may ask for a certified copy of the most recent court order.
4. The Center may tell the enrolling parent that the center will not be able to care for the child unless both parents are in agreement as to who is allowed to pick the child up and what time.

C. Releasing a Child to an Unauthorized Person

1. If an unauthorized person attempts to pick a child up, the Children's Learning Center of the YMCA staff will ask for identification, and call the custodial parent. If the parent does not authorize that person to pick up the child or the Center is unable to reach the parent, the staff will stall and call the local law enforcement agency.
2. If the person attempting to pick up the child is not on the authorization list, unfamiliar to the staff, and the parents cannot be contacted, the police will be called immediately.

*A motor vehicle is available and on site in the event of an emergency.

*Emergency numbers are posted beside each phone.

*An emergency backpack is available at each floor level containing flashlight, batteries, and a list of emergency procedures.

YMCA of the Northwoods Children's Learning Center Fee and Billing Policy

1. Tuition fee is based on your signed contract at time of enrollment.
2. Direct payment of tuition fees is due weekly on Friday for the following week of care.
3. Payment by check or money order may be placed in the slot of the payment box in the office. Payment by cash must be made directly to a Center Director so that a written receipt can be issued. Parents should have exact change when paying with cash.
4. Payments may also be made through credit card or bank draft
5. A statement of receipt for each child's weekly tuition charges and payments, as well as any credit or debit adjustment, will be placed in the child's file folder on the Monday of the following week that tuition is due.
6. A \$10.00 service charge will be added for any unpaid balances.
7. There is a \$30.00 fee on returned checks.
8. Your spot will be held only 1 week without payment and will be offered to the next person on the waiting list.
9. A registration fee of \$30.00 per child or \$50.00 per family will be charged at the time of enrollment and annually in September.
10. Parents who are late (after 5:30 p.m.) picking up their children will be charged a fee of \$1.00 per minute per child. This fee will be added directly to your bill.
11. A two week written notice from parents is required to withdraw the child from CLC. Charges will be made according to the child's schedule for 2 weeks after the withdrawal notice, even if the child does not attend during these 2 weeks. Personnel days may not be used to fulfill the 2 weeks un-enrollment requirement.

Personal Days

After 30 days, your child is allowed a total number of personal days equal to one week of their contracted enrollment, to be used at your convenience throughout the year. Personal days will be pro-rated as to when your child begins attending. They are to be used in the calendar year in which you receive them and may not be rolled over. Our calendar year will run September to August 31. Personal days can be used for vacation, illness, or a day off. To use your personal days for a planned vacation, please fill out the *Personal Day Request Form* by **Tuesday** of the week prior to your request. To use your personal days for illness or an unexpected day off, you must call and request to use a personal day by 9:00 a.m. or you will be charged as scheduled.

Credit will not be given for any absences (when center is open) that do not fall under the personal days policy. Credit will not be given to children sent home during the day due to illness. There will be no credit for snow days. For extended illnesses, consult the director.

Funeral Leave

In case of a death in the family, funeral leave may be granted for not more than three days. Days of leave are granted as follows:

- a. Three days for spouse, child, parent, mother/father-in-law, sister/brother, daughter/son-in-law.
- b. Two days for grandchildren.
- c. One day for grandparent, sister/brother-in-law, nieces and nephews.

*The same leave extends to step and foster families, as well.

Children's Learning Center Chain of Command

**Executive Director of YMCA of the Northwoods
Chris Francis**

**Director/ Administrator of Children's Learning Center:
Diane Zarembka**

**Director Three Lakes
Hannah Baltus**

**Childcare Program Support Coordinator:
Anne Buchmann**

<p style="text-align: center;"><u>Teddy Bears – Infants</u> Connie Garrett/Teacher/A Mary Jane Pelkola/Teacher Assitant</p>	<p style="text-align: center;"><u>Bunnies – Young Toddlers</u> Tierney Schiltz/Teacher Katie Baker/ Assistant</p>
<p style="text-align: center;"><u>Chipmunks – Older Toddlers</u> Lori Kienitz/Teacher</p>	<p style="text-align: center;"><u>Raccoons – Preschool</u> Terry Doberstein/Teacher A Jenna Glover/Teacher</p>
<p style="text-align: center;"><u>Badgers – Preschool</u> Stephanie Reimert/Teacher Angie Zastow/Teacher/A Michelle Alonso/Teacher</p>	<p style="text-align: center;"><u>Beavers – 4-K</u> Kim Zarembka/Teacher/A Jenna Glover/Teacher</p>
<p style="text-align: center;"><u>Float Teachers</u> Megan Germer /Assistant Kathy Kellen/ Teacher Meg Beske/Assistant Tara Hochstetler / Assistant Mary Carlson / Assistant</p>	

If for any reason the director or Program Support Coordinator are both offsite, a Lead Teacher with Administrator qualification will be designated in charge that day. Teacher/A denotes this staff has Administrative qualifications.