The YMCA 21st CCLC Park Falls School Age Program

YMCA of the Northwoods

Welcome

Thank you for choosing the YMCA School Age Program 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,

Abbie Cline

YMCA School Age Child Care Director
YMCA of the Northwoods

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Admission Policy and Procedure

Purpose
The YMCA School Age Program's goal is to provide a unique, positive, educational and recreational experience for all children.

Philosophy
We believe that childhood has a profound influence on a person'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. 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 develop language.

The YMCA 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.

Licensing

1. The YMCA is licensed to provide care for a maximum of 36 children, ages 4 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 School Age Program will display the group day care license, DCF 251 Group Child Care Rules and Regulations 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.

Hours of Operation
The YMCA School Age Program operates Monday through Friday after school from 3:00PM until 5:30PM throughout the school year and 6:30AM to 5:30PM on School's Day Out. The Program is closed for the following holidays: New Year's Day, Memorial Day, July Fourth, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.

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. Please see our Fee and Billing Policy for late fee rates.

Enrollment Process
Parents can enroll their child into the Program online by visiting www.ymcanofthenorthwoods.org. The required questionnaire 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. They may call 715-362-9622 ext. 109 with any questions

Orientation Process
A parent orientation may be requested prior to their child's first day of attendance. During the orientation the parents will be given a tour of the room and parts of the facility the children use. They will be shown the parent board where the policy book, activity schedule, snack schedule, and parental notices are kept along with licensing information and the monthly parent newsletter. Parents will also be given a handout clarifying items they are to provide and what is provided through the School Age Program.

Attendance Policy
We only accept full time enrollment. If a child will be absent from the Afterschool Program, the center must be notified by 3:00PM. You may notify the center directly. If we do not hear from you the School Age Staff will contact the family. This is for your child's safety.

Parents and Teachers will record the child's attendance on the daily sign in/out sheets provided. The sign in/out sheets will include the arrival and departure times. If the child is arriving or departing without an authorized pick up being present the teacher will record the time and initial. This may only be done if a current alternate arrival/release agreement is on file for the designated time. Teachers will maintain responsibility for every child in their care at all times. Information on late pick-up and absences is available under the Fee and Payment Policy.

Children's Records
Each child participating in the YMCA School Age Program will have a file which includes:

- Program Enrollment information on file prior to the first day of attendance.
- Current immunization must be on file within 30 school days **(6 calendar weeks)** of admission to the School Age Program and updated when changes occur.
- Child Care Enrollment Information
- Health History Information

*A medical log book is kept on site documenting any medicine given, accidents and concerns regarding the children.

Confidentialities
Children's records are confidential. Photos of children will only be used if parent has initialed our Release of Media for their use. 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:

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

4. Staff that are working directly with the child

Parent Involvement and Communication

- Each family is able to download a copy of the policy book at time of enrollment, a copy can also be found at the parent table. Printed copies are available upon request.
- Parents are encouraged to visit the program anytime to observe their child, unless access is denied by a court order and there is a copy of the order on file.
- The School Age Program will have planned programs and family events. These activities will encourage family and community involvement and offer parents an opportunity to socialize with other program parents.
- During the school year the program will publish a monthly newsletter.
- Teachers will post lesson plans with tentative timeline on the parent board or the parent table to insure parents are informed of classroom and YMCA activities.
- Parents will be encouraged to volunteer in the program and at YMCA of the Northwoods events, and can participate on the YMCA Board.
- Parents are also encouraged to express comments, concerns or questions to the director at any time. Questions will be addressed either directly, by email, or in the next newsletter.
- Parents have access to children's records upon request.

Program Provided and Parent Provided Items

- Program provides snack during designated eating times.
- Parents need to provide:
    - Tennis shoes
    - Appropriate Outdoor clothing for weather
    - Bug spray/sunscreen
- Please do not bring:
    - Toys from home
    - Electronics

Staff

The YMCA School Age Program staff is a group of experienced, caring, professional adults who hold your child's best interest in mind.

In-Service Training

a. The YMCA School Age Program provides training or course work for teachers and teacher assistants to continue their education. Part time staff are required to complete 15 hours of continuing education per year. Full time staff are required to complete 25 hours of continuing education per year. All staff are required to become First Aid and CPR/AED certified within 30 days of employment and will 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 are:

    i. Formal courses resulting in credits or continuing education units.

    ii. Workshops, conferences, seminars, lectures, correspondence courses and home study courses.

    iii. Training offered by the School Age Program through the use of guest or staff trainers.

iv. Documented observation time in early childhood programs or other school age programs.

Continuing education experiences may be in the areas of elementary education, early childhood education, child development, child guidance, health, caring for children with special needs, first aid and nutrition as it pertains to child development, supervision of staff or the business or administrative aspects of the operation of the School Age Program or in communication skills. Independent reading and watching of educational materials for continuing education is limited.

Training and discussion on Child Abuse and Neglect will be offered to all staff on a biennial 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 are required to attend a one hour monthly staff meeting throughout the year. A record of these meetings is kept by the School Age Program Director.

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 School Age Childcare Director utilizing the most current version of the 2026 DCF Orientation form and shall include the following:

- Review of ch. 251 licensing rules
- Review of center policies and procedures
- Review of center emergency plans including, fire and tornado evacuation plans and the operation of fire extinguishers
- Prevention and response to emergencies due to food and allergic reactions
- First aid procedures
- Administration of medications
- Job responsibilities in relation to the job description
- Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures, universal precautions for handling bodily fluids and immunizations
- Schedule of activities of center
- Review of child abuse and neglect laws and center reporting procedures
- The procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times including during center-provided transportation
- Child management techniques
- Procedure for sharing information related to a child's special health care needs including any physical, emotional, social, or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day
- The procedure to contact a parent if a child is absent from the center without prior notification from the parent
- Information on any special needs that a child enrolled in the center may have and the plan for how those needs will be met
- Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic
- The handling and storage of hazardous materials and the appropriate disposal of bio

contaminants.
- Procedure to tracking transported children.

Education Policy

Program Activities

The YMCA of the Northwoods School Age Program activities will provide each 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 dance.

3. **Self Expression and Communication**
   a. Group story time where children participate.
   b. Acting out stories and plays.
   c. Readily available books.
   d. Creative play experiences.
   e. 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 indoor and outdoor spaces, sports 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. 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 coordination 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 School Age Program'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**
   The YMCA School Age Program considers the outdoors an extension of the classroom and will expand on common indoor activities outside. All children will take advantage of outdoor activities on a daily bases, weather permitting. No outdoor play if temperature is above 90 degrees and wind chills below 0.

9. **Religious and Cultural Diversity**
   The YMCA School Age Program is 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.

Program Schedule

The YMCA School Age 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 helping develop skills in literacy, math, science, culture, ect.

3. **Story Time:** Children are exposed to age-appropriate literature and are encouraged to use their imagination, to build vocabulary and to further 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. No child will go without nourishment for longer than 3 hours.

5. **Quiet Time:** Children are able to nap or rest in a quiet area.

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 School Age Program of the YMCA will implement a character development program that emphasizes Caring, Respect, Responsibility, and Honesty.

10. **Children's Personal Belongings:** Parents are responsible for providing a complete change of clothing for their child. All items from home should be labeled with the child's name. Children are expected to have appropriate clothing for outdoor play.

11. **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 School Age Program will meet the nutritional needs of your child while at the program, which includes providing a minimum of 1/3 of the daily nutritional requirements per meal. We will provide a nutritious afternoon snacks. Copies of the menu will be available for parents and it will be posted in each classroom. The program will provide diverse types of foods and children are encouraged to try each food item, but will not be forced to eat them. We are part of the Federal Childcare and Adult food Program (CACFP).

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

Provision of Meals and Snacks

- The menu planning is done using the Department of Public Instruction and USDA meal planning guidelines. Any changes made to the menu will be documented on posted menus.

USDA Nondiscrimination Statement with Complaint Filling Procedure

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

- Menus are posted weekly on the parent board and additional copies will be available as well for parents.

Special Diet and Allergies

- Children's specific needs and allergies are listed in enrollment information and will be posted in the food prep area, as well as in each classroom. Enrollment information is accessible to the staff and should be up dated annually by the parents.

- Parents must inform the School Age Program if their child requires an additional snack. In such cases, the parent will be expected to bring the additional snack. In an emergency or special situation, the program will provide the necessary food.
- 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.
- 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.

Meal Routines

- Children's food will be served family style with the staff sitting with the children.
- Meals will be served with time for socialization.
- Children will be encouraged to serve themselves.
- Food may not be withheld or force-fed.
- Food will not be used as a reward.
- All children will wash their hands before and after eating.
- Children will be allowed transition time before and after meals to avoid standing in line.
- Children will eat with their group. Maximum group size will not exceed licensing ratio guidelines.

Safe Food Practices

Food sources are:

a. Prepared on site
b. Parents may bring food in for their child.
c. Food Service Companies include Reinhart, Trigs, Wal-Mart, Sam's Club and Indianhead.

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.

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.

Sanitation

- School age staff and facility 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 labeled and kept out of the reach of children.
- All non-disposable dishes will be washed with warm soapy water and sanitized after each use.
- All staff will be trained on how to prepare meals and snacks and clean up
- Food will be prepared by staff. They will wash their hands before and after and wear gloves

during preparation and serving
- Food prep area will be kept in a clean and organized fashion.

Information on Nutritional Education
- Children's programs may include information from state agencies, films, puppet shows, visiting professionals, parents, or neighbors.
- In-service training programs will contain nutritional education for staff.
- Suggestions for nutritional snacks and meals will be communicated to parents by newsletters and verbal communication.

Treats from Home
Parents are welcome to bring treats for the class but they must be pre-packaged, including the list of ingredients and must be first cleared with the Director.

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.

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.
3. All information pertaining to children will be kept confidential and shared only with authorized individuals.

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 through a phone call to the parent.
    - Sore throat
    - Ringworm
    - Inflammation of the eye
    - Rash
    - Fever of 101 degrees Fahrenheit or higher.
    - Vomiting
    - Lice
    - Diarrhea

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

    *If the parent is unavailable, the emergency contact will be called.

2. If a child becomes ill at the School Age Program, a parent will be contacted and asked to take the child home within **<u>1 hour</u>**. The child will be isolated within sight and hearing of staff and provided with a mat and blanket 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.

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

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 kept on site. Parents will be notified by the YMCA School Age Program of any incident reports.

Exclusion for Illnesses

1. Staff and children will be excluded from the program when ill. Teachers and Directors will use their own discretion when making the decision that an ill child is to be sent home. If at anytime the staff member taking care of your child does not feel comfortable with their health conditions, the parent/s or guardian will be notified. 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., lethargy, difficulty breathing or irritability. Any illness with a fever of 101 degrees Fahrenheit or higher. The child shall remain out of the program for 24 hours and until all symptoms are gone without use of medication.

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

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.

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)
j. RSV (Respiratory Syncytial Virus)
k. COVID

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 program and report the communicable disease to DCF.

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 enrollment form.

Universal Precautions

1. The YMCA of the Northwoods School Age Program 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.

Allergies

Children's allergies shall be reported to the staff having direct contact with these children. These allergies shall be posted under a coversheet labeled "Allergies" in the classroom and the kitchen.

Medication

The School Age Program 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. 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.

7. Missed medicine dosages or other problems related to medication will be communicated to the parents immediately.
8. Authorized dosage must match the dosage requirements on the medication container.
9. The only as needed medication allowed to be stored on site will be rescue medications. 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.

Injury

1. The School Age Program will have an Emergency Procedure Plan posted that identifies specific guidance for staff.
2. All YMCA staff are required to be first aid and CPR certified.
3. If your child is injured at the School Age Program 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
4. 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 School Age Program emergency procedures.
    b. Call an ambulance or paramedic.
    c. Have the child taken to the closest hospital by 911 staff.
5. An Incident Report will be completed and a notation made in the medical log book to notify parents of minor or serious injuries.
6. Off-site injuries will follow the same procedures above.
7. 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. Designated emergency services are the closest local hospital.**

<u>Health Insurance</u>
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.

Personal Cleanliness

1. Children's hands will be washed with soap and warm running water before and after eating, after toileting, and when coming in from outside.
2. Everyone working with children will wash their hands with soap and warm running water before handling and after assisting with toileting.
3. Cups, and eating utensils 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 brought with or kept at the School Age Program.
5. On the occurrence of incontinence, proper steps will be taken to attend to the child's needs and extra

clothes will be recommended to parents to have on hand at the program.

6. The School Age Program has gender specific bathroom facilities.
7. Wet or soiled clothing will be placed in a plastic bag with child's name on it and sent home.

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 School Age Program. The examination shall indicate that the staff is free from communicable disease and is physically able to work with young children.

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. Soaps, toilet paper, disposable towels, and waste paper containers will be provided by the School Age Program. Eating surfaces will be sanitized before and after each use. All tables will be washed and sanitized before and after program. All toys, supplies and equipment will be kept in an orderly and clean manner.

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 nearest 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 with staff at least every six months to assure that every possible preventative measure has been taken.

Pets at the Program

The YMCA of the Northwoods School Age Program has no pets on site.

Transportation and Field Trip Policy

No transportation is provided by the YMCA of the Northwoods School Age Program. Transportation for field trips will be contracted through local busing companies.

A. Parents will receive written notice of fieldtrips outside of neighborhood walks. The notice will include date, times and location of the fieldtrip. Parent's must sign slip for children to be able to attend.
B. YMCA staff are responsible for children between the time the child leaves on the bus for the field trip and returns to the School Age Program.
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 School Age Program, boarding and leaving the bus, and every 30 minutes on walking trips)
    3. Staff will leave a list at the YMCA of names of children and staff on the fieldtrip, time of departure and estimated time of return on site.
    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 with them.

5. When walking in a line
   A. There will be at least two counselors one in the front of the line and one in the back. Children are never allowed in front of the 1st counselor or behind the last.
   B. There will be no large gaps. If extra counselors they will fill in-between the lead and back counselors.
   C. Roll call name to face before and after arriving at destinations.
   D. Parents will complete a release for alternative transportation if their child will be transported regularly during the day by someone other then the parent or person on the release information.

6. If children with limited mobility will be attending during bus usage a plan will be developed to meet their needs on a case by case basis.

*Staff ratios designated by the DCF will be maintained while children are being transported on field trips. (This also would include walking field trips.) There will always be one staff member designated to the back of the bus and responsible for making sure that all children have exited the bus. This staff member will be the last person to exit the bus, after checking all seats and the floor. This person will also be responsible for delegating responsibilities in the event of an emergency.

Field Trip Backpack Procedures

When children and staff go on a field trip (including walking field trips) the following will be kept in a backpack with each group.

1. Staff will 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.
3. The name, address, and phone number of the child's physician or medical facility.
4. Written consent from the child's parent for emergency medical treatment.
5. Copies of emergency procedures

Child Guidance Policy

The goal of the YMCA of the Northwoods School Age Program 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. To this goal we provide positive guidance, redirection and the setting of clear-cut limits for the children and for developing self-control, self-esteem and respect for the rights of others. We understand that there will be times when a child will become upset. Staff will first attempt to determine the cause of the distress. It may be related to a basic need such as hunger, sleepiness, or comfort, or it may be that the child needs some extra time and attention. At these times, we will stay calm and do whatever we can to help your child. Sometimes this may mean allowing the child to cry for a few minutes until they are ready and then try 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. We do not use any physical punishments.

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 three minutes.
H. Transitions will be quick and smooth in order to limit time spent in lines and waiting
I. We encourage parental input and discussion on behavior concerns and ways to better meet the children's needs.

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.
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. We will use referrals to outside resources such as doctors or counselors to help support the child and family
   d. Withdrawal from the School Age Program may be considered in extreme cases. (See discharge policy)

Child Abuse Reporting

The School Age staff will notify the Price County Human Services Department of Social Services (DSS) 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 Price County Human Services with the specific information leading up to the belief that there is abuse or neglect. 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 or children at the program.
- Jeopardizing the safety of the other children.

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. Parents may appeal the discharge decision of their child in writing to the CEO.

The program may also discharge a child 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.
- Consistent failure to pick up their child by closing time.

*If a child is discharged the parent is responsible for payment up to and including the last day of attendance.

*If a child is disenrolled their parent is required to give a two week written notice. They will be responsible for the cost of those two weeks whether their child will be attending or not.

Emergency Procedures

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 and first aid kit. If the School Age program needs to be evacuated, staff will remove children to designated location and call parents from there. 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. The Department of Health and Family Services, Department of Children and Family Services will be notified within 24 hours.

Fire

- Staff is to remain calm. Do not panic.
- Activate the nearest fire alarm.
- Call 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.
- Check bathrooms.
- Move to the tree line outside the east exit of the building.
- In the event we are unable to return to the building, families will be notified by phone; local media will also be notified, staff and children will move to the bus garage by the west side of the building.
- Take name to face attendance.
- 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, grab emergency backpack and lead the children to the designated shelter area. Children will sit on the floor and cover their heads. 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 the following procedure will be followed:

- The responsible staff person shall question other children and staff in the immediate area trying to obtain the location of the missing child.
- If the child is not immediately located, the responsible staff person shall notify the Director.
- The responsible staff person will provide a description of the missing child that includes the following information to the best of their ability.

  - Name and gender of child
  - Description of the child: hair color, color/type of clothes, age, body build.
- 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.
- All available Staff shall start searching the facility.
- If the child is not located the following notifications should be made if they have not already been notified.
  - Contact CEO and advise of the incident
  - Contact CFO and advise of the incident.
  - Contact Law Enforcement by dialing 911 within 5 minutes.
- Y Staff shall follow confidentiality procedures which includes no communication with the press. All public communications will be handled by CEO.
- 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, Department of Children and Family Services will be notified within 24 hours.

Bomb Emergency

In the event of a bomb threat the children will be evacuated through the nearest exit and moved to the tree line outside the west exit of the building where name to face attendance will be taken. The emergency backpack will be taken with. In the event we are unable to return to the building, families will be notified by phone; local media will also be notified, staff and children will move to the designated location.

Intruder Alert

If the intruder is outside of the building:

- Call 911
- Notify facility staff who will then notify the building through the intercom system
- Lock all perimeter doors to discourage entry
- Lock all doors and close all window coverings/ avoid window areas
- Place children in a safe area away from windows and doors. Seated quietly. One staff on each side of them.

If the intruder is inside of the building:

- Follow the RUN, HIDE, FIGHT procedure.
- First option is to evacuate the children from the building, as quickly and orderly as possible and move to designated area.
- Second option is to lock ourselves in the room, with the lights off, blinds drawn, children hidden.
- Third option is to keep the children hidden and safe and one staff fights the intruder.

*Top priority is the children's safety and every means to protect them will be considered and evaluated so that they are kept as safe as possible at all times.

Additional Emergency Procedures

Staff are responsible for knowing the number of children, their names and whereabouts at all times. Name and sight attendance will be verified utilizing the attendance roster at each transition.

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

One staff will always be on site at the School Age Program. Another will be within 5 minutes in case of emergency. There are additional staff available within the building at all times during program hours.

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).

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 the nearest 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.

Other Emergency Policies

Adult Under The Influence
If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian, staff will not hesitate to call the local authorities if they feel the child is in danger.

Releasing a Child in a Divorce Situation

1. At the time of enrollment, the YMCA should be notified of the marital status of the parents.
2. If parents become separated, the YMCA should be notified as to who has legal custody.
3. If there is a custody problem, the YMCA is legally bound to respect the wishes of the parent with legal custody. The YMCA director may ask for a certified copy of the most recent court order.
4. The YMCA may tell the enrolling parent that the YMCA 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.
5. The YMCA cannot deny a parent access to their child unless they have a copy of a current court order stating that parent is not allowed access.

Releasing a Child to an Unauthorized Person

1. If an unauthorized person attempts to pick a child up, the School Age staff of the YMCA will ask for identification and call the custodial parent. If the parent does not authorize that person to pick up the child or the YMCA 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.
* Emergency backpacks are located in each class room containing a copy of each child's enrollment information, flashlight, age appropriate items, books and a list of emergency procedures.

YMCA School Age Program Fee and Billing Policy

1. Fees are based off of enrollment contracts.
2. Direct payment of tuition fees is due weekly on Monday of the week of attendance.
3. Drafts are done every Monday for the current week of care; credit card or bank.
4. There is a $30.00 fee on returned checks.
5. 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.
6. A two week written notice from parents is required to withdraw the child from School Age Program. Charges will be made for 2 weeks after the withdrawal notice, even if the child does not attend during these 2 weeks.
7. Refunds will be considered on an individual basis
8. Parents are responsible for calling when their child will not be attending and signing their children out at the correct time of pick-up.

Wisconsin Shares Child Care Subsidy

1. We accept the Wisconsin Shares Child Care Subsidy Program.
2. Parents are responsible for using their MyWIChildCare EBT cards to pay their tuition fees.
3. Parents are responsible for any balance left after MyWIChildCare payments, or their Parent Share. Direct payment of tuition fees is due weekly on Monday of the week of attendance.
4. Authorization of MyWIChildCare is required at time of enrollment. Otherwise parents are responsible for the full cost of tuition until authorization comes through.
5. See MyWIChildCare brochure for additional information.

Personnel

Prior to hire all staff are interviewed, reference checks and background checked. Staff are hired on a probationary period until they have completed the required qualifications of obtaining a health report including a physical and TB test, CPR and 1st AID with AED Certificated and a YoungStar Registry status.

A file for each staff is kept on site. This file includes:

- Staff record form information
- Background Check Request form
- Fingerprint results are kept/
- Staff health report
- Orientation
- Registry certificate
- Education qualifications

- Current infant/child CPR certificate
- Child and Neglect training
- Continuing Education

*Refer to the YMCA of the Northwoods Employee Handbook for other Personnel related policies.

YMCA School Age Program Chain of Command

Chief Executive Officer
Senior School Age Director
Site Director
Lead Teacher
Teacher

If for any reason the Chief Executive Officer or Senior School Age Childcare Director are both offsite, a Site Director or Lead Teacher with Director qualifications will be designated in charge.

Waterfront Policy

Purpose:
These policies and procedures are established in order to:

- Provide a safe, enjoyable, supportive and positive aquatic experience for all participants
- Provide a quick, effective response to any aquatic emergency
- Clarify expectations of staff and participants for aquatic activities

Definitions:
Lifeguard- a person currently certified in YMCA Life guarding or American Red Cross Lifeguard and on duty in an aquatics area, supervising an aquatic activity.

Aquatic area- is the physical site of a specific aquatic activity. The aquatic area for swimming may be a pool.

Aquatic activity- any activity whether recreational or instructional occurring in, on, under, or near water.

Lookout- sometimes called a “watcher” or “observer” may be any non-certified staff member assigned by and under the direct supervision of certified aquatic personnel; used in addition to certified persons to be additional “eyes” watching swimmers or boaters.

The YMCA of the Northwoods recognizes aquatic areas and facilities as guarded.

Locker Room/Bathroom Areas
While in the locker rooms ratios will be maintained. All children will be within sight and sound.

If there is no opposite gender staff to help with supervision, the children will change into their swimsuits in the bathroom stalls. If they are going on a field trip the children will change at the school and put clothes on over their swimsuits until they get back so they can change out of their suits at the school.

Aquatic Procedures
It is important to understand why these procedures are in effect, and what is expected of everyone involved.

With these procedures we will:

1. Prevent accidents before they happen.
2. Provide a quick, organized rescue of an aquatic victim- whether visible or missing
3. Allow students to know exactly what is expected of them in or out of the water
4. Inform every staff member of our expectations during the rescue attempt

Aquatic Staff will always wear red, a whistle, and carry a rescue tube.

All staff are trained to perform elementary non-water rescues and understand the duties and responsibilities involved when being a lookout.

Swim Checks-Necklaces

Once staff becomes familiar swimming capabilities and after the exemption is updated to include the use of the deep end, each child will be necklaced with a break away necklace by their swimming abilities. Until that time necklaces will not be necessary since the children will be restricted to shallow water.

- Red necklace: Stop, stay in shallow water, parts of the test they did not pass.
- Yellow necklace: Caution, Not confident enough to be a green band, can go out in water that is armpit high when flat footed.
- Green necklace: Go, they pass the swim test.

Every swim day (or the first day of swim activities that week) all students will be advised of pool rules and policies. All students are given a red necklace until they demonstrate sufficient swimming ability. The aquatic staff will administer swim checks through the use of established association guidelines.

The purpose of the swim check is to ensure the weak swimmers are not in the deep end of the pool. The swim check will consist of the following:

1. Students will be advised of the purpose of the swim check
    a. Anyone wishing to swim in the deep end must take and pass a swim test
        i. The test requires that the swimmer swim the length of the pool without stopping and tread water upon reaching the other side of the pool
        ii. The swimmer must show that he/she is comfortable with his/her face in the water

Students swimming abilities will be recorded and dated by the caregivers.

Checking Children In and Out of the Water

- Upon entering and leaving the aquatic area a caregiver will take a head count and do a roll call using the sign-in and sign-out sheets, matching face and name
- Children will only leave the aquatic area with a buddy