



PARENT HANDBOOK

AUBURN YMCA-WEIU

Early Learning

Childcare Center

www.auburnymca.org

Revised July 2025

**Auburn YMCA-WEIU
315-253-5304
27 William Street
Auburn, NY 13021**

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WELCOME!

The YMCA Early Learning Child Care program is a mission driven organization that puts a strong emphasis on our core values of caring, respect, responsibility and honesty. We strive to provide every child with activities that foster character development. We are pleased that you have selected us to provide programming for your child. Our goal is to provide quality enrichment child care activities through a perfect balance of fun, learning and friendship. Please read through our Parent Handbook and familiarize yourself with our policies and procedures. It provides you with all the information you need for a successful transition into our programs.

Important Contact Information:

Audra Moore
Child Care Director
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315-990-0786

MISSION IMPACT

As the common goals listed demonstrate, YMCA child development programs are purposeful and asset-based, demonstrating high quality and commitment to holistic child development. These deeply ingrained values allow YMCA Early Learning programs to make a tremendous contribution to the vision for the YMCA movement outlined in YMCA of the USA's strategic plan, Mission Impact.

As Mission Impact describes, the YMCA movement's goal is to engage 25 million children and adults so that:

- every child and youth deepen positive values, their commitment to service, and their motivation to learn;
- every family builds stronger bonds, achieves greater work/life balance, and becomes more engaged with their communities; every individual strengthens his or her spiritual, mental, and physical well-being.

LICENSING INFORMATION

Our programs are required by New York State to be licensed by the Office of Children and Family Services (OCFS). A copy of the current license must be posted in a prominent location at each program site location. To be licensed, each site must comply with the Child Care Regulations. The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; administrative and record keeping requirements; and others.

REGISTRATION & ENROLLMENT

The program does not discriminate on the basis of race, color, sex, religion, age, creed, marital status, domestic partnership status, national origin, ancestry, past or present physical or mental disability, sexual orientation, veteran status or citizenship status, genetic information, or any other classification protected by law.

ELIGIBILITY

*Children will be allowed to attend the program only after all forms have been completed and payments have been submitted and scheduled.

Cancellation Policy:

Cancellations are due 3-weeks before event. Full refunds will be issued for cancellations received within this timeline of care reserved, and no refunds will be given for cancellations received after the 3-week deadline.

Required Paperwork:

- Registration Form
- Automatic Payment Agreement
- CACFP Income Eligibility Form
- Acknowledgement of Policies
- Authorization for pick-up
- Parent Release Form
- Policies Sign-Off
- Childcare Information Record
- Emergency Medical Policy Authorization Form
- Over the Counter Medication Forms
- Parent Agreement Form
- Naptime Agreement
- Swim Plan

ARRIVAL AND DEPARTURE FOR CHILDREN

For your child's safety staff must see a parent/guardian during drop-off and Pick-up. Pick-up must be completed by your scheduled departure time, listed on your parent agreement. When picking up your child, be sure the teacher knows that they are leaving. No child should be leaving the building without an adult.

A child will ONLY BE RELEASED from the program to a parent or any authorized person, over 18 years of age, listed on the Authorization for Pick-up form. Parent or authorized person may be asked to show proper photo ID to the Y staff. A child will not be released without proper ID. It is the parent's responsibility to inform the program of any changes in the name of persons authorized.

If an emergency arises and someone not on the authorized pick up list has to pick up your child, the parent must:

- Contact the YMCA staff immediately to let them know who will pick up their child.
- Ensure person has a valid ID about to be presented to management upon arrival
- Provide written documentation through the parent app of person and time.

Provide a copy of all appropriate legal paperwork when the Custodial parent requests the program not to release the child to the non-custodial parent. If there are Court approved schedules that are to be followed by the program, please submit this documentation at the time of registration, or when the order becomes effective.

Anyone authorized to pick up your child is responsible to deliver any and all notes/messages. If someone has not picked up their child by the designated pick-up time in your contract, the YMCA staff will attempt to contact the parent or the designated emergency contact person(s) to come and pick up the child. This person shall provide picture identification and sign the child out. If attempts to contact an authorized person fails, then a staff person shall call the NYS Central Register Child Abuse and Maltreatment Hotline (1-800-342-3720) to seek assistance in caring for the child.

We expect that all children will be picked up before or at that time. If we are not notified that you will be late, then we will begin to contact other people on your emergency contact forms after 5 minutes.

School Closing/Delays/Daily Closing Time Policy

The program is closed on the Holidays listed in this handbook:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- 12pm on Christmas Eve
- Christmas Day
- 3pm on New Year's Eve
- We are also closed for up to 4 additional days each year for staff development. 2 of these days may be for the NYAEYC conference in the spring of each year.

In the event of a delay, by Auburn Enlarged School District, all programs, with the exception of district run classrooms, will still open at the scheduled time. If the delay becomes a closure all students will be charged the additional fee for the day, if they attend the program. Children who are not enrolled in any programs other than 3Pk or UPK through the district will follow the delay/closure set forth by the district.

If the YMCA needs to delay or close for any reason, you will be notified through the parent communication app of this with further information about the delay/closure.

In the event that a state of emergency is in effect for our area, the center will be closed until such time that the order is lifted. Once lifted, the center will be open for drop-off. In the event of an emergency closing, once the center has been

open, parents will be notified via the parent communication platform, and parents will be informed of the required pick-up time.

Payment Information.

Payment is due at time of registration. All future payments will be automatically deducted from your Bank Account or Credit Card on a weekly basis.

****If not signing up for automatic payments, entire program fee is due up front. ****

Automatic Payment Agreement

Automatic payments will remain in effect until the end of the program, or until there is action to stop it.

The designated draft amount on my receipt will be deducted from my bank account or charged to my credit card on the Sunday 3 Weeks prior to the start of the week, thru the duration of the program.

I agree to give the YMCA a 22-day advance written notice if I wish to terminate or make any changes to my bank information (i.e. change of banks, accounts, or change in membership category). I understand that I should check my account to verify that the withdrawal has not occurred after date listed on the termination form. Should any draft not be honored by my bank/credit card for any reason, I realize that I am still responsible for that payment plus a \$35.00 service fee applied by the YMCA. This is in addition to any service fee my bank may have. Unused days are non-refundable/non-transferable and may not be carried over to the following week or school year. Suspensions are treated as if the child is in attendance, therefore charges are still applicable. If all of the child's required enrollment forms are not completed and returned to the Y by the day the child is scheduled to start, the child will not be allowed to attend until completed forms are submitted. Parent/ guardian will be responsible for payment of fees from that date in order to reserve the enrollment spot until such time as the completed forms are returned. Financial assistance is available to those who qualify. Scholarship applications are located at the Front Desk. The Auburn Y works with child care assistance programs (CCAP) in all counties. Parent must have authorization and approval of assistance sent to the Auburn Y upon notification of qualification. Parents/Guardians are responsible for payments until notifications are received. Outstanding balances will result in an inability to register for other Y programs.

We reserve the right to charge parents what the CCAP does not cover of the tuition.

LATE PICKUP FEES

- First offense: you will be charged \$1/minute, per child, that you are past your designated pick up time.
- Second offense: you will be charged \$1/minute, per child, that you are late plus a \$20 fee per child.
- Third offense: you will be charged \$1/minute, per child plus a \$50 fee/child. You will also be unable to use the program until all fees are paid and a conference has been arranged with the Director of the program, and all YMCA based supervisors for the Early Learning Department. This meeting will set forth future requirements & expectations.

A Late Pick-Up Form must be completed every time your child is picked up late. Failure to sign this, will result in automatic "third offense" fees and procedures.

Expectations from all Parties:

ENROLLMENT IN THE AUBURN YMCA EARLY LEARNING CHILD CARE PROGRAM CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE FOLLOWING POLICIES:

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.

2. They may visit with the YMCA staff about concerns related to their child or the program.
3. They will be told about any misbehavior on the part of their child in order to bring about improvement in the situation.
4. They will be regularly informed by the YMCA staff about the program activities.

The program expects that parents will:

1. Pay fees on time.
2. Keep the child's records up-to-date.
3. Pick up children on time.
4. Follow the health policy, as explained.
5. Pay attention to any communications from the YMCA staff regarding their child's behavior, and cooperate in efforts to bring about improvement in the situation.
6. Keep the line of communication open in regards to any aspect of their child's health and/or happiness.

Children may expect:

1. To have a safe, supportive, and consistent environment.
2. To use all the program equipment, materials, and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and consistent.
5. To receive nurturing care from staff members.

The program expects that the children will:

1. Be responsible for their actions.
2. Respect the school rules that guide them during the day and while at the program.
3. Remain with the group and staff at all times. No one, is permitted to return to any classrooms once signed out of the program.
4. Take care of materials and equipment properly and return them to their proper place when finished.

We reserve the right to end your child's enrollment for the following reasons:

- If you pick up your child after the program closes more than two times.
- If you fail to pay your fees by the required due date.
- If there are consistent disciplinary occurrences with your child that put other children or program staff at risk physically and/or emotionally.
- If Parent/Guardian is abusive or threatening the staff or program participants.

PROGRAM INFORMATION

GOALS OF YMCA EARLY LEARNING CENTER PROGRAM

YMCAs are experts in adapting themselves to their communities, and so naturally there are many varieties of YMCA child care programs. Even within this wide diversity, you'll find that YMCAs tend to have the following goals in common:

- Help children develop to their fullest potential
- Support and strengthen the family unit
- Deliver child care in a safe and positive environment
- Teach, model, celebrate, practice, praise, and reinforce the four values of character development: caring, honesty, respect, and responsibility; and



confront inconsistencies

- Foster health and well-being for children and families

Our programs must offer parents of enrolled children ample opportunity to assist the site in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the Sr. Director of Early Learning who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time. Please feel free to do so when you can. We welcome visits from our parents.

Our program sites must inform parents in advance of every field trip, outing, or special event away from the center. This does not include local walking trips to playgrounds, the library, or neighborhood walks.

Ratios: The staff to child ratio shall be maintained. The ratios differ depending on the age of the children.

Parent/Teacher Conferences: Conferences are offered twice/year in November and March. Conference times will be set-up by teachers in advance. Additional conferences may be requested by either the parent or the teacher. Conferences may also be arranged by appointment.

Outside Play: Please dress your child appropriately for the weather, or bring extra clothes to leave with him/her. Children are required to spend time outside each day, according to OCFS Regulations we use the Childcare Weather Watch Scale. Sneakers and socks are required every day. **We are a well child center, this means that if a child is too sick to engage in all daily activities, then they are too sick to come to program.**

Gym: Our gym requires closed-toed shoes for participation.

Swim Safety: Staff and YMCA lifeguards must follow a swim safety plan. Each child will be encouraged to swim as this is a very large part of our programs. Swimmers with hair 6 inches or longer must wear a bathing cap or put hair into a ponytail. Swim requires a bathing suit and towel in order to participate.

Gym, swim & outdoor play are an integral part of our program at the YMCA. Please be sure that your child is prepared by being dressed appropriately.

Auburn Childcare Center Aquatic Plan:

- There will always be a minimum of 2 staff during swim time, in the pool area.
- Staff will separate the children into groups, maintaining ratios. All children and staff will go into the bathroom to change for swim.
- Each child will use a stall with a door to change their clothes.
- Staff will be available to help if necessary all other children lined up in the bathroom waiting for their turn. Staff will maintain ratios in the bathrooms.
- Once all children are changed they will walk to the pool area, and enter through the entrance near the family locker rooms.
- The children will keep one hand on the wall to maintain a safe distance from the water while entering the pool area.
- Children will sit on the bench while waiting for permission to put on their life jackets. Life jackets **MUST** be worn during open swim for anyone who has not passed the Auburn YMCA deep end test. During swim lessons, children will follow the directions of the swim instructors.
- We will maintain ratios set by OCFS per age group.
- One the lifeguard and swim instructors, if applicable, are ready the children will be invited into the pool.

- Childcare staff will then spread out and position themselves around the pool and maintain a good line of sight on all children during swim time since early learning staff will NOT be in the pool with the children.
- In a water related emergency the on-duty lifeguard is in charge and will follow the pool safety plan.
- If first aid is required the Early Learning Center staff will follow our health care plan.
- Any child who does not wish to swim, will sit on the benches and be provided with quiet activities to keep them engaged while in the pool area. If ratios and pool rules allow, non-swimming children may be taken to a separate location to enjoy various activities.
- When swim time is finished all children will exit the pool using the steps and walk to the bench where they will remove any life jackets.
- Children will wrap up in their towels and walk in a line to the pool wall where they will again place their hand on the wall to maintain a safe distance from the pool.
- Children will again separate into groups while maintaining ratios. All children and staff go to the bathroom to change from swim.
- Each child will use a stall with a door to change their clothes.
- Staff are available to help if necessary. All other children will be in the bathroom waiting their turn. Teachers will remain in ratio at all times.
- The class will then proceed back to their classroom.

NUTRITION & FOOD

All meals and snacks are included in the programs and provided by the YMCA daily. If your child has any dietary allergies, please inform the program director to see if we are able to accommodate the restriction. If we are not able to accommodate, then you will need to provide a doctor's note for our records. Please note that we are a peanut- and tree nut-free program. If a child has a note to provide their own food, then they will be unable to be given any food items from the program. This includes classroom activities, so please work with your child's teacher to supply the needed items so that your child can participate in all aspects of our programs.

Meals will be served at the following times:

Breakfast is between 7:30-9:15am depending on your program

Lunch is between 11:15-12:15 depending on your age group.

Afternoon Snack is between 3:00-4:00 depending on your age group.

All meals & snacks are served based on CACFP guidelines and requirements.

HEALTHY EATING & PHYSICAL ACTIVITY (HEPA)

The Y is committed to adopting standards for nutrition and physical activity for the children in our programs. These standards will focus on building a healthier future for our children by providing a healthy environment rich in opportunities for healthy eating and physical activity. We implement educational and informative programming for parents and families with physical activity and nutritional information relevant to the health of the children.

You can help by encouraging healthy behaviors at home.

1. Ensure that children engage in at least 30 minutes of physical activity per day, including a mixture of moderate and vigorous physical activities that promote bone and muscle strengthening. Play will take place outdoors whenever possible. We have implemented the CATCH curriculum for physical activity into our programming.
2. Eliminate screen time and limit digital devices to programs that actively engage children in activity.
3. Offer healthy snack options each day.
4. Eliminate all deep-fried foods for snack or meals.

5. Designate water as the primary beverage at all non-meal times. Juice must be 100% fruit juice and milk must be 1% or non-fat for all children over the age of 2. Children under 2 will be provided with Whole milk.

Our program follows CACFP guidelines and portion sizes.

Drills: We do monthly fire drills to stay in compliance with OCFS regulations.

The children will also participate in 2 kinds of shelter-in-place drills throughout the school year. All drills are handled in a calm manner and children will be instructed on what the expectations are ahead of the first drill. The safety and security of the children is always our utmost priority.

When practicing a lockdown drill (AKA Active Shooter) the parents will be notified a minimum of 3 days ahead of time so that you can help to prepare your child for the drill. For this drill, all shades will be drawn and kids will be hiding in their classrooms in an area that is away from doors & windows.

We also practice a shelter in place drill that would be for reasons of weather, or a non-dangerous situation (such as a medical emergency in another classroom). This drill will not have notification to parents ahead of time because it is not a drill that the children would need to be "prepared" for. For this drill, we will do quiet activities in the classroom and listen for further instructions.

Our final drill is the missing child drill. This drill is done more for the teaching staff so that they know how to react in case they have a child that is missing from their supervision.

VISITORS & OBSERVATIONS

Family activities and newsletters about activities will help us share in the task of creating the best possible experience for your children. Parents are always welcome to visit and your input is important to us.

The exchange of information about a child from the parent's perspective and staff's perspective can be very helpful to the family and to the YMCA program staff. The staff will be able to better meet the needs of your child if we are aware of things like an illness in the family, a change in living location, special fears, etc. **Please keep all information on your child's registration form current.** Update information when needed, and if you are going to be out of town, please let the staff know in advance.

When parents come in for an activity please sign in on the visitor log located right inside the front pre-school doors.

Anyone, other than a parent/guardian, who enters the site with direct contact with children but is not picking up a child will be required to sign in and out of the program by the front entrance. Open and friendly communication is essential.

PERSONAL PROPERTY

It's better to leave toys at home. Our philosophy is that we will be having so much fun you won't need it!

Children's personal property such as coats, clothing, naptime blankets, school bags, etc. must be labeled with the child's first and last name. The program cannot be responsible for lost or stolen personal property.

Parents are to provide their child with a school bag or backpack for their personal belongings, plastic bags are not allowed.

Prohibited Items

The following items will be confiscated by staff and held for parents to retrieve at the end of day:

- Trading/Playing Cards
- Valuables (YMCA not responsible for lost/stolen items)
- Electronic games or devices (including cell phones)
- Personal toys, games or pets
- Weapons (play or real)
- Tobacco, alcohol, drugs
- All food items, including candy, gum, cough drops (children should not bring snacks to share)

unless special permission is given by the site Director)

FIELD TRIP SAFETY

Field trips or excursions have long been a part of the YMCA programs. The YMCA encourages the continuation of such trips with proper planning and safety guidelines in affect. A field trip is defined as any activity that leaves the Auburn YMCA building.

All field trips, walking and bussing, must be planned in advance and designed to support YMCA focus areas: youth development, healthy living, and social responsibility. Field trips must have the approval of the Youth Development Director.

Guidelines for these trips are as follows:

- Parents will be informed at least 72 hours prior to the trip that it will be occurring. A notice will be posted in the Early Learning wing stating the location and timeframe of the field trip. This does not include walks or trips to local, nearby playgrounds.
- Most cost is absorbed by the program. When additional costs are necessary, parents are notified a minimum of 30 days in advance of the trip.
- In most cases, children will be transported by family members. If children will be transported by the ELC, then we will utilize an authorized bus, typically a district school bus or city bus, to and from the field trip location. If it is a walking field trip, parents will be notified that the trip is a walking trip.
- Children who are frequently disruptive, causing a hazard for the safe operation of the vehicle and the place of destination, may be denied from participation in any trips. Parents will have to make alternate arrangements for child care on a field trip date. There will be no refund of fees for this situation.
- Attendance will be taken before, during, and after each trip. There will be no care during classroom field trip times.

Naptime/Rest time: Any time that a child is lying down for rest, regardless of whether it is naptime, or they are just feeling like they need a rest, children will lay on a mat with a sheet covering it. Children in our preschool & younger classrooms will be asked to send in a sheet & blanket for their use each day. These items will be sent home each Friday to be washed & returned on Monday. Please be sure that you are sending in these sheets (crib sheets work best) because it is an OCFS regulation that each mat is covered with a sheet prior to use by a child.

Children will be properly supervised during naptime, and ratios in all classrooms will be maintained as if the children were awake. Children are not required to lay down for more than 20 minutes if they do not fall asleep. Please note that we are NOT allowed to wake up a sleeping child. Normal classroom routines will operate, but if a child continues to sleep we cannot wake them up. Children who are awake will be given something quiet to do to occupy them while the rest of the classroom is asleep.

HEALTH & SAFETY

INSURANCE/INJURIES: The YMCA carries no accident insurance on any of its program participants. This is a responsibility of the participants' family or guardian. In the event of any injury to your child, the YMCA staff will take whatever steps necessary to obtain emergency medical care. These steps include, but are not limited to the following, and not necessarily in this order:

- Attempt to call parent/guardian.
- Attempt to contact those designated on "emergency contact section" of your application.
- Call an ambulance or paramedic.
- All minor injuries handled by YMCA staff will be reported to the parents upon arrival or pick-up.

Medical & Illness:

The Auburn YMCA Early Learning programs shall not permit a child who has any of the illnesses or symptoms of illness specified below to be admitted to the program on a given day unless medical diagnosis

from a health care provider, which has been communicated to the program in writing, indicates that the child poses no serious health risk to himself or herself or to other children or staff. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following: Impetigo, Scabies, Chicken Pox, Measles, Mumps, Hepatitis A, or Salmonella.

If your child has a case of head lice they will be sent home and cannot return until they are treated and there are no nits. Your child must be checked upon return by a member of the Administration.

If your child is exposed to any communicable disease at the program, you will be notified in writing. In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to the hospital by emergency vehicle for treatment and the parents will be called immediately.

If your child has a known medical condition (asthma, diabetes, seizure disorder, ADD, HADP, food allergies etc.) please be sure the YMCA staff knows what to do if a problem should occur during program hours. Additional documentation and information will be required at the time of registration, or diagnosis. a child exhibits any of the following symptoms, he/she cannot attend the program. If such symptoms occur during program hours, the child will be removed from the group and must be picked up within the hour.

Children cannot return to program until they are symptom free for 24 hours. Children will be sent home for the following symptoms to be monitored by their parents for the next 24-48 hours; Severe pain or discomfort, Acute diarrhea (2 or more in within 24 hours) vomiting, difficult rapid breathing or severe coughing, Infected, untreated skin patches / rashes or an auxiliary temperature of 100.5 degrees Fahrenheit or higher.

A child who is on **ANY** type of antibiotic **MUST** be on the medication for a full 24 hours before returning to program.

If your child is exposed to any communicable disease at the program, you will be notified in writing. In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to the hospital by emergency vehicle for treatment and the parents will be called immediately.

EMERGENCY MEDICATION ADMINISTRATION POLICY

All YMCA Early Learning sites are authorized and permitted to administer emergency medications such as Epi-Pens, Benadryl associated with Epi-Pen usage, asthma inhalers, or nebulizers. Medication must be accompanied by completed paperwork authorizing staff to administer medication, as well as an "Individual Health Care Plan" in which parents instruct staff on proper administration techniques and procedures. If a parent discloses on registration paperwork, the Emergency Blue Card, or verbally to staff that the child has a life-threatening illness that might require an Epi-Pen, asthma inhaler, or nebulizer, the parent is required to provide medication with proper consent forms, or a doctor's note indicating that medication is not required. If child requires an Epi-Pen, two Epi-Pens must be supplied, in the event of extreme allergic reaction that may require a second dose. **New York State regulations state that parents must have the necessary items prepared for the child to attend child care programs safely.** ELC Directors will work with parents to obtain doctor consent forms and medication to the best of their ability.

Children will not be allowed to attend any program without ALL completed paperwork.

Required information for Administration of Medication:

Medications must be in the original container with the following information on it and be accompanied by the YMCA's medication form filled out by the parent and physician.

2. Child's name
3. Authorized prescribers name
4. Pharmacy name and phone number
5. Date prescription was filled

6. Expiration date
7. Name of medication

CHILD ABUSE/NEGLECT...Strategies to Help Prevent Child Abuse

These preventative strategies are designed to protect the children, staff and volunteers in YMCA programs. The YMCA has in place a comprehensive pre-employment screening procedure to screen out staff not suited for working with children. The YMCA will take any allegation or suspicion of child abuse seriously. Staff understand their legal obligation to report suspected abuse. Policies, procedures, and training are available related to discipline, supervision, staff/participation interaction, staff Code of Conduct, etc. Staff understand what practices may be considered abusive, and the difference between what may be considered appropriate and inappropriate touch. Defensive strategies have been identified for avoiding unfounded allegations. Staff communicate frequently with parents regarding day-to-day activities and encourage parents to report or question any behavior or event their child may share that appears out of the ordinary.

Procedures for Reporting Suspected Child Abuse Cases

In order to ensure the well-being of the children in our care, staff are mandated under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Child Abuse Hotline, and to cooperate in any investigation for such possible neglect or abuse. The YMCA does not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including a non-family member, and we may be subject to criminal penalties if we fail to report such possible harm. Moreover, in grievous cases, we may also refer the matter directly to the police. The Office of Children and Family Services and the program's license require caregivers to report any suspected cases of child abuse and neglect. This includes the reporting of parents who appear to be impaired by drugs and alcohol.

The YMCA advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, prevention and the development of self-discipline.

At no time will the following disciplinary techniques be tolerated:

- physical punishment: striking, biting, kicking, squeezing, spanking, shaking, twisting.
- demanding excessive physical exercise or prolonged lack of movement or motion.
- strenuous or bizarre postures.
- methods of discipline that frighten, demean, humiliate, or shame.
- verbal or emotional abuse.
- withholding food or restroom privileges.
- forced feedings or compelling a child to eat or have in the mouth soap, foods, hot spices, or foreign substances.
- confining children in small locked rooms.
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In the event that there is an accusation of suspicion of child abuse, the YMCA will take prompt and immediate actions as follows: The mandated reporter (employee) is responsible to notify Child Protective Services. The New York State Central Register of Child Maltreatment 1-800-342-3720

ADDITIONAL POLICIES

BABYSITTING OR FRATERNIZING

YMCA staff are not allowed to fraternize with, baby-sit or transport your child outside of the YMCA program. Please notify the Sr. Director Early Learning at 315-990-0695, if you learn of any outside contact. If a relationship exists outside of the YMCA which predates the staff employment with the YMCA, staff, and families must notify the ELC Director immediately upon a child's enrollment.

BEHAVIOR POLICY

Our behavior policy is based upon the belief that young children flourish in an environment in which everyone knows what is expected of them. Additionally, young children are learning how to participate in a group setting. Each classroom has a daily schedule, classroom “rules” for safety, and a plan for addressing behavior. All staff will be positive role models, encouraging children who follow their example.

We find that most of the time we can redirect a child when a situation occurs. We can offer them another activity that will capture interest. We also strive to consistency reinforce positive behavior. There may be times when a child will need to take a break from the classroom due to unsafe behavior. We will work with you address any behavior concerns so that your child has a positive experience in the classroom.

ELC staff apply a behavior management style that is consistent with helping young children develop control of their own behavior through guidance in a warm caring way. Effort is given to helping children develop control of their own behaviors through guidance in a warm and caring way. Effort is given to helping children work through interactions through the use of words. The staff is trained in different methods and the various developmental levels and expectations for your child’s age.

Guidance and discipline should always be developmentally appropriate and based on an understanding of the individual needs of each child. Whenever possible children are encouraged to settle conflicts and find solutions themselves. A staff member will get involved when necessary. These are the methods that staff may use to help manage discipline problems that may arise:

1. Ignoring: Some negative behaviors is produced be a child to get attention. It can be stopped when it does not get them the attention desired. We will use this technique unless safety is involved.
2. Redirect/distraction: A child who is engaged in undesirable behavior may be offered alternatives by suggesting a new activity, engaging the child in an activity with the teacher or another child, or by encouraging independent play.
3. Verbal Intervention: The teacher explains to the child the inappropriate behavior and shows him or her the appropriate way to handle the situation.
4. Logical Consequences: The teacher helps the child understand the logical consequences of his or her actions by removing the object or activity the child is engaged in.
5. Take a Break: The child is separated from the group to allow him or her to relax and calm down, and to allow him or her to not be influenced by peers.

When these interventions are ineffective and the behavior puts any child or staff at risk, the staff will seek the assistance from the ELC management team. When a child demonstrates inappropriate behavior or action, parents will be notified as follows if inappropriate behavior is taking place.

1. Verbal Warning
2. Written Warning
3. Parent Conference
4. District Intervention

There may be some circumstances in which a child is being extremely unsafe. If the unsafe behavior continues the parent or guardian will be expected to pick up the child in a timely manner. Further incidents may result in a suspension or removal from the program.



AUBURN YMCA EARLY
LEARNING
CORRECTIVE DISCIPLINE
POLICY

Enrollment or participation in youth programs at the YMCA is a privilege. Participants should, at all times, demonstrate the YMCA values of Caring, Honesty, Respect, and Responsibility. We as staff will be modeling these behaviors and values while working with each other and our participants.

Our first step in discipline is prevention. Our staff are trained to be proactive to prevent behaviors prior to the trigger. These are the steps the staff will take when dealing with a behavior issue:

- Staff will be proactive in preventing negative behaviors.
- If a behavior is unpreventable, staff will address the behavior in a calm manner and attempt to redirect the child into a more positive approach to their frustration. Participants will be given a verbal warning to begin with and staff will discuss the occurrence with parents at pick up.
- If the behavior is persistent a Discipline Report will be completed, based on the age of the child.
- If multiple Discipline Reports have been filled out, a participant can be suspended for up to 3 days. Examples of behaviors that may result in a reflection would be: inappropriate language, defacing or stealing property, defiance of authority, bullying, hitting, biting, etc.
- Before readmittance a meeting will be had with all parties involved, and may include YMCA Leadership, and/or the school district, depending on the severity of the incidences.
- If behavior continues, either through behavior reflection or re-admittance after a suspension, the child may be terminated from the program and all other YMCA programs.

Feedback/Suggestions/Grievances

We feel that the most positive emotional environment exists when parents and the program work together as partners, Over the year's parents have provided us with valuable input, which has assisted us with the information that we need to improve our program. We encourage and respect parent feedback so that we can provide the best experience for all children and their families. Please communicate any suggestions, comments, or concerns. We provide opportunities for formal feedback twice/year during the fall, and in June when program ends.

